

# WIOA Youth Internship Program Workforce Connect Participant Evaluation Form

Please provide the date and which evaluation.	Date	<input type="checkbox"/> 1 <sup>st</sup> evaluation <input type="checkbox"/> 2 <sup>nd</sup> evaluation
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[WIOA Youth Internship Participant Evaluation \(to be completed by the Worksite Supervisor\)](#)

An Evaluation must be completed (2x) during the middle and the at the end of the internship for each participant. Use the scale below to rate the employee's performance; 1 through 5 using the criteria provided. Comments are required for a rating of Excellent (5), Needs Improvement (2) or Unsatisfactory (1) in any of the listed categories.

Participant: \_\_\_\_\_

Application ID#: \_\_\_\_\_

Contractor: \_\_\_\_\_

Worksite: \_\_\_\_\_

Supervisor: \_\_\_\_\_

<b>5</b>	<b>Excellent:</b> Consistently exceeds job requirements; this is the highest level of performance that can be attained.
<b>4</b>	<b>Very Good:</b> Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
<b>3</b>	<b>Satisfactory:</b> Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.
<b>2</b>	<b>Needs Improvement:</b> Occasionally fails to meet job requirements; performance must improve to meet expectations of position.
<b>1</b>	<b>Unsatisfactory:</b> Consistently fails to meet job requirements; performs below minimum requirements.

## Comments

Please provide comments on the overall performance of the participant at your worksite. Provide recommendations for improvement if required based on the ratings in each category.

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\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Year \_\_\_\_\_

Employee Profile	Score
<b>Work Habits</b> – Consider the extent to which the employee displays a positive, cooperative attitude toward daily tasks and work assignments.	
<b>Communication Skills</b> – Consider job related effectiveness in dealing with others. Do the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	
<b>Dependability</b> - Consider the amount of time spent directing this employee, adherence to time frames, punctuality for meetings and appointments.	
<b>Cooperation</b> - How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	
<b>Initiative</b> - Consider how well the employee seeks and assumes greater responsibility.	
<b>Adaptability</b> - Consider the ease with which the employee adjusts to any change in tasks. How well does the employee accept new ideas, respond appropriately to constructive criticism and to suggestions for work improvement?	
<b>Judgment</b> - Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically.	
<b>Attendance and Punctuality</b> - Consider number of absences, lateness.	
<b>Planning and Organizing</b> - Consider how well the employee plans and organizes work; coordinates with others, and establishes priorities; time management; carries out assignments effectively.	
<b>Leadership Skills</b> - Consider how well the employee demonstrates effective leadership abilities; gains respect and cooperation; inspires and motivates peers.	
<b>Overall rating:</b> (Sum of all ratings divided by 10)	