GRUNDY LIVINGSTON KANKAKEE WORKFORCE BOARD
SUMMER YOUTH EMPLOYMENT
SUPERVISOR EVALUATION

PARTICIPANT _____ **DATE:** _____

WORKSITE _____

SUPERVISOR _____

Please rate the participant's performance on the following scale:
5-Excellent 4-Good 3-Satisfactory 2-Fair 1-Unsatisfactory

	5	4	3	2	1
PUNCTUALITY/ATTENDANCE					
Present at work site at scheduled time/assigned hours					
Ready to begin work activities on time					
Notifies Supervisor if tardy/absent					
ATTITUDE					
Observes rules, conduct code, safety practices					
Participates in an active and interested way					
Assumes responsibility for tasks					
Shows concern for quality of work					
Displays willingness to learn					
APPEARANCE					
Grooming, cleanliness and hygiene					
Appropriate clothing for job duties and environment					
INTERPERSONAL					
Gets along with co-workers and the public					
Accepts supervision, guidance, constructive criticism					
Communicates clearly					
Cooperates and is courteous with others					
Handles conflict constructively					
TASK COMPLETION					
Follows directions and carries out instructions					
Finishes assignments					
Seeks clarification and assistance as needed					
Performs equal share of work					
Makes extra effort when needed					
Admits mistakes and learns from them					
Shows self control in difficult situations					
TOTAL PERFORMANCE SCALE					

COMMENTS: _____