



Participant Performance Evaluation

Participant: _____

Evaluator: _____ Week: _____ Date: _____

Program/Cohort: _____

Rate the participant's work behaviors using the following scale.

3	Strong: Exceeds expectations.
2	Competent: Performed duties as directed.
1	Needs Improvement: Less than satisfactory.

1. Reliability

- a. Arrived on time each morning and after each break. []
- b. Provided appropriate notice for excused absences. []
- c. Arrived groomed and dressed appropriately. []

2. Work Habits

- a. Completed tasks in a timely manner to the expected level of performance. []
- b. Limited the interference of personal business in the workplace. []
- c. Listened, took direction, and accepted suggestions for improved performance. []

3. Communication/Interpersonal Skills

- a. Maintained a positive attitude and professional demeanor. []
- b. Demonstrated empathy in working with team members. []

4. Motivation/Initiative

- a. Completed assigned tasks with few or no prompts. []
- b. Actively participated in activities. []
- c. Went above and beyond minimum requirements. []

5. Problem Analysis and Decision-Making

- a. Anticipated problems and helped to determine appropriate solutions. []
- b. Took responsibility to make decisions about assigned tasks and problems. []

List the areas in which the participant

1. Made the most progress:

2. Needs improvement: