Participant Performance Evaluation

Participant: ______________________________________________

Evaluator: ________________________________________ Week: _______ Date: ________________

Program/Cohort: ________________________________________________

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

<table>
<thead>
<tr>
<th></th>
<th>Strong: Exceeds expectations.</th>
<th>2</th>
<th>Competent: Performed duties as directed.</th>
<th>1</th>
<th>Needs Improvement: Less than satisfactory.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td></td>
<td>2</td>
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<td>1</td>
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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: