


## Youth Employment Service Teen Evaluation

Student \_\_\_\_\_ Supervisor \_\_\_\_\_

Worksite \_\_\_\_\_

**For each category, please check the box that applies for the teen's performance so far. Teen should complete their part first. Use the scale listed below to assist you in determining which box to check. It is important to add comments.**

Exceeds Expectations	Consistently demonstrates skills required for the position. Often exceeds expectations and demonstrates leadership.
Meets Expectations	Demonstrates the skills required for the position with rare exceptions, & shows initiative in improving skills.
Needs Improvement	Inconsistently demonstrates skills needed for the position. Further training or development is needed.
Unsatisfactory	Not yet demonstrating the skills required for the position, needs a formal plan for improving skills.



 Include a plan for improving skills in comments section or at end of the evaluation.

Teen's Self Evaluation ↓



Date \_\_\_\_\_

↓ Supervisor's Evaluation

**Attendance & Punctuality:** Demonstrates an understanding of work expectations for attendance & punctuality and adheres to them. Notifies supervisor in advance in case of absence or being late. Arrives on time for work, takes & returns from breaks on time.



Exceeds Expectations		<b>Teen Comments:</b>	<b>Supervisor Comments:</b>		Exceeds Expectations
Meets Expectations					Meets Expectations
Needs Improvement					Needs improvement
Unsatisfactory 					Unsatisfactory 

**Workplace Appearance:** Dresses appropriately for work & duties. Practices personal hygiene appropriate for position & duties.



Exceeds Expectations		<b>Teen Comments:</b>	<b>Supervisor Comments:</b>		Exceeds Expectations
Meets Expectations					Meets Expectations
Needs Improvement					Needs improvement
Unsatisfactory 					Unsatisfactory 

**Knowledge of Workplace:** Demonstrates an understanding of workplace policies & ethics. Complies with health and safety rules.



Uses job related tools, technologies and materials appropriately.

Exceeds Expectations		<b>Teen Comments:</b>	<b>Supervisor Comments:</b>		Exceeds Expectations
Meets Expectations					Meets Expectations
Needs Improvement					Needs improvement
Unsatisfactory 					Unsatisfactory 



**Takes Initiative:** Participates fully in task or project from start to finish. Prioritizes tasks and works to complete them without direct oversight. Asks supervisor for the next task when original task is completed.

Exceeds Expectations		<b>Teen Comments:</b>	<b>Supervisor Comments:</b>		Exceeds Expectations
Meets Expectations					Meets Expectations
Needs Improvement					Needs improvement
Unsatisfactory 					Unsatisfactory 



**Quality of Work:** Gives best effort, evaluates own work and utilizes feedback to improve work performance. Strives to meet work standards and provide quality service to staff and customers.

Exceeds Expectations		<b>Teen Comments:</b>	<b>Supervisor Comments:</b>		Exceeds Expectations
Meets Expectations					Meets Expectations
Needs Improvement					Needs improvement
Unsatisfactory 					Unsatisfactory 



**Solves Problems & Makes Decisions:** Identifies the problem, evaluates ways of solving the problem & selects best alternative. Willing to work through setbacks and learn from mistakes.

Exceeds Expectations		<b>Teen Comments:</b>	<b>Supervisor Comments:</b>		Exceeds Expectations
Meets Expectations					Meets Expectations
Needs Improvement					Needs improvement
Unsatisfactory 					Unsatisfactory 



**Cooperates with Others:** Interacts and communicates with others in a friendly and courteous way. Shows respect for others' ideas, opinions and diversity. Effectively works as a member of a team and works to positively resolve conflict

Exceeds Expectations		<b>Teen Comments:</b>	<b>Supervisor Comments:</b>		Exceeds Expectations
Meets Expectations					Meets Expectations
Needs Improvement					Needs improvement
Unsatisfactory 					Unsatisfactory 



**Communication Skills:** Gives full attention to what other people are saying, as questions when appropriate, demonstrates understanding of what was heard. Communicates concerns clearly and asks for assistance when needed.

Exceeds Expectations		<b>Teen Comments:</b>	<b>Supervisor Comments:</b>		Exceeds Expectations
Meets Expectations					Meets Expectations
Needs Improvement					Needs improvement
Unsatisfactory 					Unsatisfactory 



**Response to Supervisor:** Accepts direction, feedback and constructive criticism with positive attitude and uses information to improve work performance. Demonstrates flexibility when nature of work changes.

Exceeds Expectations		<b>Teen Comments:</b>	<b>Supervisor Comments:</b>		Exceeds Expectations
Meets Expectations					Meets Expectations
Needs Improvement					Needs improvement
Unsatisfactory 					Unsatisfactory 

**Reads with Understanding:** Reads materials in a variety of formats to locate, understand, apply and manage information.

Exceeds Expectations		<b>Teen Comments:</b>	<b>Supervisor Comments:</b>		Exceeds Expectations
Meets Expectations					Meets Expectations
Needs Improvement					Needs improvement
Unsatisfactory 					Unsatisfactory 

**Solves Problems using Math:** Works with mathematical information, procedures and tools to problem solve and answer questions, verify information and complete timesheets correctly and accurately.

Exceeds Expectations		<b>Teen Comments:</b>	<b>Supervisor Comments:</b>		Exceeds Expectations
Meets Expectations					Meets Expectations
Needs Improvement					Needs improvement
Unsatisfactory 					Unsatisfactory 

This is the **first** **second** evaluation. (Circle appropriate)  
Goals/Training/Next Steps as a result of this evaluation:

We have discussed this evaluation.

Assistance we would like from YES Staff:

Teen Worker \_\_\_\_\_ Supervisor \_\_\_\_\_