



2009 Summer Youth Employment and Learning Program

Employee Performance Review

Employee Information

Employee Name: _____ Job Title: _____

Employer/Worksite Name: _____ Supervisor: _____

Initial Review

Final Review

Ratings

- (1) = Unsatisfactory – Demonstrates little to no knowledge of the skill, objective or behavior indicated. Performance in this area is not adequate for this position.
- (2) = Needs Improvement – Beginning to display knowledge of the skill, objective, or behavior indicated but only partially meets performance standards in this area for a person in this position.
- (3) = Meets Expectations – Consistently displays the skill, objective, or behavior indicated and regularly meets job requirements in this area.
- (4) = Exceeds Expectations – Regularly performs to the highest standard in this skill, objective, or behavior indicated.

1. *Appropriate Workplace Practices*

1 2 3 4

- Habitually arrives on time and doesn't leave early.
- Arrives prepared to work and dressed and groomed appropriately.
- Provides sufficient notice if unable to report for work.
- Has limited absences from work.
- Completes assigned work accurately and on time.
- Completes work that is up to standard for the position and project.
- Refrains from using cell phones or other electronic devices at inappropriate times.

2. *Personal Attitude On-the-Job*

1 2 3 4

- Is a self-starter and self-motivated.
- Demonstrates self-management, dependability, and positive attitude.
- Controls emotional outbursts.
- Demonstrates honesty and integrity.
- Demonstrates flexibility and adaptability.
- Understands and can adapt to workplace culture.
- Follows job safety and health rules.

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|---|----------|----------|----------|----------|
| 3. Interaction with Co-workers and Supervisor | 1 | 2 | 3 | 4 |
| <ul style="list-style-type: none"> • Works well on a team and in a team environment. • Demonstrates willingness to work in a cooperative manner. • Ability to work well with coworkers without supervisor present.. • Ability to work well with people from culturally diverse backgrounds. • Develops and maintains productive group relations. • Cooperates with others and accepts supervision. • Provides accurate, courteous and timely information, including responding to comments and questions. | | | | |
| 4. Communication/Listening Skills | 1 | 2 | 3 | 4 |
| <ul style="list-style-type: none"> • Makes and maintains good eye contact. • Enthusiastic voice and demeanor. • Able to speak professionally and speak so others can understand. • Appropriately addresses others, either in person, by telephone, e-mail or other means. • Uses language appropriate to the environment, both in person, on the phone, and on email. • Able to actively listen, lets others finish speaking, responds appropriately and asks follow-up questions. • Able to follow directions to complete tasks. • Accepts direction and feedback with positive attitude through appropriate verbal and non-verbal communication skills. • Takes initiative to ask questions for clarification when needed. | | | | |
| 5. Problem Solving Skills | 1 | 2 | 3 | 4 |
| <ul style="list-style-type: none"> • Asks good, appropriate questions. • Prioritizes workload. • Interprets information and uses it appropriately. • Can read and follow multi-step directions. • Ability to learn, reason, and think creatively. • Ability to make appropriate and reasonable decisions. | | | | |

Overall Rating (total number of points from above): _____ out of 20 Points

Additional Comments (use back if needed):

Worksite Supervisor's Signature

Date

Employee's Signature

Date

SYELP Worksite Coordinator's Signature

Date