

Senior Community Service Employment Program Performance Evaluation Form

Section I:	Name: _____	
Months in Assignment:	Reason for Evaluation: <input type="checkbox"/> Annual <input type="checkbox"/> Follow-up <input type="checkbox"/> Change of Assignment <input type="checkbox"/> Directed by Program Director	
II: Assignment Description Information		
1. Assignment Title:	_____	
2. Training Skills required for this Assignment:	Mastered Training Skills:	
a.) _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
b.) _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
c.) _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
d.) _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
e.) _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
f.) _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
III. Evaluation of Performance		
1.) Does the senior trainee comply with individual assignment description objective, duties and responsibilities of the Host Agency Assignment Description requirements? (Consider increased responsibilities, leadership, supervisory skills, and demonstrated initiative towards Job Readiness and Unsubsidized placement [employment].)		
<input type="checkbox"/> Does not comply with minimum Assignment Description training requirements. Enter Appropriate Comments	<input type="checkbox"/> Complies with most Assignment Description duties and responsibilities. Enter Appropriate Comments	<input type="checkbox"/> Complies with each Assignment Description duty and responsibility. Enter Appropriate Comments
The following corrective actions or goals were established to assist the senior trainee meet the requirements of this area of evaluation.		
<u>Target Date:</u>		
(1.) _____	_____	_____
(2.) _____	_____	_____
(3.) _____	_____	_____
2.) How well does the senior trainee comply with Host Agency assignment standards? (Consider dress, appearance, conduct, courtesy, working relations with supervisors, co-workers, clients, and the public.)		
<input type="checkbox"/> Senior Trainee fails to meet minimum requirements. Enter Appropriate Comments	<input type="checkbox"/> Senior Trainee meets minimum standards. Enter Appropriate Comments	<input type="checkbox"/> Senior Trainee sets the example for others to follow. Enter Appropriate Comments
The following corrective actions or goals were established to assist the senior trainee meet the requirements of this area of evaluation.		
<u>Target Date</u>		
(1.) _____	_____	_____
(2.) _____	_____	_____
(3.) _____	_____	_____
(4.) _____	_____	_____
(5.) _____	_____	_____

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3.) How well does this Senior Trainee accept suggestions or recommendations for improvement? (Consider how well the senior trainee meets, emulates, and sets standards, displays initiative and self-confidence, fosters teamwork, and receives guidance or responds to feedback.)

<input type="checkbox"/> Senior Trainee is ineffective does not emulate Senior Employment Program Standards. Enter Appropriate Comments	<input type="checkbox"/> Senior Trainee is effective and obtains satisfactory results. Enter Appropriate Comments	<input type="checkbox"/> Senior Trainee emulates Senior Employment Program standards. Enter Appropriate Comments
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The following corrective actions or goals were established to assist the senior trainee meet the requirements of this area of evaluation.

	<u>Target Date</u>
(1.) _____	_____
(2.) _____	_____
(3.) _____	_____
(4.) _____	_____
(5.) _____	_____

4.) Does this senior trainee communicate well with others? (Consider verbal and written skills.)

<input type="checkbox"/> Lacks organization. Unable to express thoughts clearly. Enter Appropriate Comments	<input type="checkbox"/> Organizes and expresses thoughts satisfactorily. Enter Appropriate Comments	<input type="checkbox"/> Consistently able to organize and express thoughts or ideas clearly and concisely. Enter Appropriate Comments
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The following corrective actions or goals were established to assist the senior trainee meet the requirements of this area of evaluation.

	<u>Target Date</u>
(1.) _____	_____
(2.) _____	_____
(3.) _____	_____
(4.) _____	_____
(5.) _____	_____

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Job Readiness Recommendation (Compare this senior trainee with others of the same position.)		
<input type="checkbox"/> Unsatisfactory Performer Enter Appropriate Comments	<input type="checkbox"/> Marginal Performer Enter Appropriate Comments	<input type="checkbox"/> Satisfactory Performer Enter Appropriate Comments
Supervisor Overall Recommendations: (Review each area you have rated in Section III Evaluation of Performance)		
<input type="checkbox"/> Senior Trainee is not under consideration for placement (employment at this Host Agency) Enter Appropriate Comments	<input type="checkbox"/> Senior Trainee would possibly be under consideration for job placement (employment) at this Host Agency if corrective actions or goals were met in a timely manner. Enter Appropriate Comments	<input type="checkbox"/> Senior Trainee has been recommended for Job Placement (employment) and is under strong consideration with this Host Agency at this time. Enter Appropriate Comments
Supervisors overall evaluation comments:		
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		
Supervisors Signature: _____ Date: _____		
Section IV. Senior Trainee's Comments:		
I have read and discussed this performance evaluation with my host agency supervisor. I <input type="checkbox"/> agree <input type="checkbox"/> disagree with the comments, goals, and rating(s) shown on this evaluation.		
I offer the following comments regarding the overall recommendation regarding my performance while assigned to this Host Agency:		
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		
Senior Trainee Signature:	Date:	