

Job Performance Rating Sheet

Participant: _____

Worksite: _____

Rating period from _____ to _____

INSTRUCTIONS: Comments requested for all rating of Partial Proficiency, Marginal Proficiency, and NO Proficiency. Please include what participant needs to do to improve performance.

Competency Indicators

Rating Scale

Comments

Participant will be evaluated as determined by team. Participant will be rated as follows for this particular evaluation.	100%	90%	80%	70%	60%	
1. Completes given tasks to the satisfaction of the supervisor.						
2. Requests further assignments upon completion of tasks.						
3. Completes assigned tasks within reasonable time.						
4. Follows supervisor's instruction.						
5. Worker communicates with co-workers in compatible manner.						
6. Communicates with supervisor in an appropriate manner.						
7. Attempts to resolve work related problems.						
8. Organizes and prioritizes the tasks involved in work assignments.						
9. Dresses appropriately for the job.						
10. Demonstrates initiative in carrying out work assignments.						
11. The participant demonstrates an acceptable level of performance identified by IEP goals/district outcomes.						

Demonstrates good attendance and punctuality: _____ **YES** _____ **NO**

Notifies supervisor if late or absent: _____ **YES** _____ **NO**

General Comments:

I certify that the above information is accurate and represents my best judgement of the participant's performance:

Supervisor

Date

This report has been discussed with me: _____

Participant's Signature

Date