

Cuyahoga Valley Career Center Job Training Program Employability Skills Evaluation

Please circle the Quality Level of Employability Skill 1 to 14

Work Behavior	Superior Quality	Good Quality	Fair Quality	Needs to Improve
1. On time for Work and Breaks	On time every day	Regularly on time	Occasionally late	Arrives late often
2. Attendance	Far exceeds Company Average	Over Company Average	At Company Average	Below Company average
3. Appearance Uniform / Hygiene /	Always in uniform and presentable	Consistently in uniform and presentable	Occasional minor infraction	Uniform or presentation not professional
4. Productivity Completes assigned tasks	Perseveres on tasks and gets closure consistently	Typically finishes sidetracked occasionally	Mostly finishes tasks but needs some support	Tasks frequently not done serious concern
5. Produces Quality Work in a safe manner	Minimal errors, self-checks & corrects, works safely	Few errors, practices safety	Some errors marginally OK, safety OK	Multiple errors to correct or correct safety habits
6. Uses Constructive Feedback, follows directions	Uses feedback to meet expectations and improve	Accepts and acts on feedback to meet expectations	Mostly uses feedback to meet expectations	Does not accept feedback argues blames
7. Work Speed / Sense of Urgency	Sense of Urgency, anticipates, responds productive	Sense of Urgency & work speed are OK for job role	Too slow at times but steady	Noticeably slow work speed
8. Displays Positive Attitude	Believes in and shows the company mission through actions	Positive Attitude Bounces back when something upsetting happens	Usually Positive Sometimes thrown off by work place challenges	Easily upset by routine work place challenges
9. Social Skills Manners	Respectful, positive, good manners with empathy, listening skills, humor etc	Respectful positive exhibits good manners	Fair interaction with customers coworkers & use of manners	Continuing to learn appropriate social interactions
10. Initiative Finds needed Work without Direction	Finishes own work & seeks other tasks	Finishes one task, moves to next task	At times needs reminder for next task	Regularly needs direction to begin next task
11. Practices Team Work	Displays teamwork consistently encourages others	Works as a team player with everyone with some coaching	Works with mentors or other natural support staff	Needs to learn role as a team member
12. Communicates Effectively	Communicates effectively across all situations in the work place	Communicates well across most work place situations	Communicates effectively in assigned work environments	Needs to work on improving communication
13. Displays Endurance	Strong Endurance for 25 Hrs. or more / Week	Good Endurance 15 Hrs. plus / Week	OK for up to 15 Hrs. / Week	Needs to build endurance
14. Ready to Grow & Assume additional Responsibility	Learning new responsibilities	Ready to learn some new responsibilities	Goal directed in improving present responsibilities	Needs to focus on improving present responsibilities

Name _____ Employer _____ Date _____

Assessor _____

Comments _____
