



## Summer 2009 Work Readiness Evaluation

**Name of Participant:** \_\_\_\_\_ **Program/Contractor:** \_\_\_\_\_  
**Date of Pre-Evaluation:** \_\_\_\_\_ **Date of Post-Evaluation:** \_\_\_\_\_

*Pre-evaluation should be completed by program staff prior to placement on a work/internship site (no later than two weeks from program enrollment). The post-test is to be completed by program staff and/or the worksite supervisor no later than the end of the training experience.*

*A measurable increase is noted when a youth increases competency in skills areas as measured by the pre to post evaluation: Section I = gaining a "yes" in one or more areas, or in Section II= gaining 10 or more points in the overall rating.*

<b>SECTION I – BASIC WORK READINESS</b>			
<i>Rating Scale: (Y)Yes (N)No</i>			
<b>SKILL</b>	<b>PRE</b>	<b>POST</b>	<b>COMMENTS</b>
Youth has previously held a paid job?			
Youth is aware of skills needed to be successful on the job?			
Youth is able to complete a job application, resume, and has an understanding of interview techniques?			
Youth can manage their money, has a bank account and understands how to read a paycheck stub?			
Youth has a career goal and can identify the education and experience needed to enter that field?			
<b>SECTION II - POSITIVE WORK HABITS</b>			
<i>Rating Scale: (4) Excellent (3) Satisfactory (2) Improvement Needed (0) Not applicable</i>			
<b>SKILL</b>	<b>PRE</b>	<b>POST</b>	<b>COMMENTS</b>
Follows instructions & completes tasks			
Demonstrates attention to detail & accuracy			
Shows initiative & reliability			
Demonstrates punctuality & regular attendance			
Demonstrates a positive work attitude & interest			
Maintains positive working relationships & communication s with co-workers			
Demonstrates the ability to find, evaluate & communicate information			
Demonstrates an ability to reason, make appropriate decisions & problem solve			
Shows the ability to perform tasks that require computer use and/or other tools or equipment used in the workplace			
Shows the ability to read, write, compute numbers, speak and listen as needed for the job			
<b>OVERALL RATING:</b>			

**Signature of Youth:** \_\_\_\_\_ **Signature of Staff/ Supervisor:** \_\_\_\_\_