Directions: This form is used for on-campus or community-based work training evaluation.

Please check one:  On-Campus ☐  Community-Based Work Training ☐

<table>
<thead>
<tr>
<th>Participant:</th>
<th>Site:</th>
</tr>
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<tbody>
<tr>
<td>Evaluator:</td>
<td>Date:</td>
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</table>

**SCORING:** (1) Does Not Perform, (2) Physical Assistance, (3) Direct Prompts, (4) Indirect Prompts, (5) Independent

**Follows Directions**

- **Verbal**
  - 1 Step ☐ 2 Steps ☐ 3 Steps ☒ 4 Steps ☐ 5 Steps+ ☐
  - Check the highest number of verbal directions that can be followed and indicate scoring of 1-5.

- **Written Statement** (Standard job duty list)

- **Visual Schedule**
  - Word ☐ Picture ☐ Word + Picture ☐
  - Check the preferred mode of visual schedule and then indicate scoring of 1-5.

- Follows all work site rules
- Follows expected behaviors in assigned department, as specified by manager/supervisor
- Follows all workplace emergency safety protocols

Notes:  

Total: __ /30=____ %

**Dress/Hygiene**

- Dresses appropriately to work place setting (uniform or professional dress)
- **Appropriate hygiene**
  - Clean and styled hair ☐  Clean teeth ☐  No body odor ☐  Make-up, as needed ☐
  - Check all items that are completed at an acceptable level and indicate an overall average score of 1-5.

Notes:  

Total: __ /10=____ %

**Time Management and Employer Expectations**

- Arrives to work on time
- Follows work schedule taking appropriate amount of time for breaks and lunch
- Leaves work on time
- Requests time off using established protocol and with at least two weeks’ notice
- Maintains excellent attendance/uses limited sick time, as needed

Notes:  

Total: __ /25=____ %
## Work Tasks (specific to work training duties/job description)

- Completes all job duties as identified in job description
- Completes tasks with 100% accuracy as defined by employer
- Works as part of a team
- As problems arise, assists in the solution process
  
  *If problem solving is not a requirement of the job, indicate a score of 5 and check in the notes box below.*
- Handles conflicts, that arise, in an appropriate manner
  
  *If conflict resolution is not a requirement of the job, indicate a score of 5 and check in the notes box below.*
- Requests additional work when assigned tasks have been completed
  
  *If additional work tasks are not an option, indicate a score of 5 and check in the notes box below.*

### Notes:

<table>
<thead>
<tr>
<th>__</th>
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<tbody>
<tr>
<td>Problem Solving is not an essential function of this job.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conflict Resolution is not an essential function of this job.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional work tasks are not available as part of this job.</td>
<td></td>
<td></td>
</tr>
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</table>

### Total: ___ /30 = ____ %

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## Productivity/Quality of Work

- Completes assigned tasks within time frame expected by employer
- Works at appropriate rate
- Work completed meets quality standards as defined by employer
- Requests accommodations when needed
  
  *If accommodations are not needed, please indicate a score of 5.*

### Notes:

### Total: ___ /20 = ____ %

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## Communication and Socializations with Supervisor and Co-workers

- Greets co-workers as appropriate
  - support staff
  - co-workers
  - supervisors
  
  *Check all boxes applicable and give a summary score of 1-5.*
- Demonstrates a good attitude at all times
- Speaks respectfully to
  - support staff
  - co-workers
  - supervisors
  - customers, where present

  *Check all boxes applicable and give a summary score of 1-5.*
- Aware of and follows social boundaries
- Uses work related technology appropriately
  
  *If using technology is not a requirement of the job, indicate a score of 5 and check in the notes box below.*
- Uses restroom appropriately
- Appropriately participates in conversations
- Follows staff lounge rules for breaks and lunch
  
  *If no staff lounge is available score a 1-5 regarding company norms for breaks and lunch.*
- Follows chain of command with questions or concerns
- Shows enthusiasm for the job by taking initiative and showing commitment to the company

### Notes:

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<td>Using technology is not an essential function of this job</td>
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### Total: ___ /50 = ____ %
### Utilizing Workplace Natural Supports and/or Job Coaching

- Requests help from supervisor/co-workers, as appropriate
- Initiates request for help at appropriate time
- Keep supervisor informed when job duties are complete
- Follows job coach &/or co-worker instructions

**Notes:**

Total: __ /20=____

### Mobility/Community Safety/Transportation Options

- Uses public transportation, para-transit or provides own transportation to get to job/work training site
- Follows all safety precautions needed to get to job/work training site

**Notes:**

Total: __ /10=____

### ACCOMMODATION NEEDS:

Overall Total: ___/195=____

### ADDITIONAL NOTES: