



SULLIVAN COUNTY YOUTH BUREAU YOUTH INTERNSHIP PROGRAM PARTICIPANT EVALUATION



Name _____ Worksite _____ Weeks # _____

Please evaluate the participant's performance by circling the appropriate box for each competency.

COMPETENCY	CONSISTENTLY	FREQUENTLY	OCCASIONALLY	RARELY	NEVER
COOPERATION / COURTESY	Always considerate, courteous. Gets along well with others	Often considerate, cooperates willingly	Polite, gets along well with others most of the time	Rarely cooperative or courteous	Never considerate or cooperative
LEADERSHIP/ SELF-MOTIVATION	Resourceful and motivates others. Looks for things to do or learn	Fairly resourceful, does well alone	Does routine work acceptably most of the time	Seldom shows initiative, needs urging	Never shows initiative, has to be instructed repeatedly
JOB KNOWLEDGE	Knows job well and can articulate responsibilities	Knowledge of work scope	Knows key routines	Needs instruction	Made no effort to learn
WORK HABITS	Always efficient. Makes few errors. Takes responsibility for mistakes.	Reliable, seldom wastes time	Makes some errors, requires supervision	Seldom accurate, needs constant supervision	extremely careless, wastes time
APPEARANCE	Consistently dresses neatly and appropriately	Usually neat and suitably dressed	Acceptable, but could be improved	Seldom takes time with appearance	Never dresses appropriately
ATTENDANCE	Always present	Usually present, no unexcused absences	Present most of the time, one unexcused absence	Rarely present, 2-3 unexcused absences	Never present, more than 3 unexcused absences
PUNCTUALITY	Always on time	Usually punctual, no unexcused late	Punctual most of the time, 1 unexcused late	Rarely on time, 2-3 unexcused late	Never on time, 2-3 unexcused late

Participant Signature _____ Supervisor Signature _____ Date _____