Purpose: To assess the employee's progress and needs at work during the final year of school.

<u>Directions:</u> Please have the employer, supervisor, or coworker complete the form three times throughout the year if possible—one at the beginning of the year, one in the middle, and one at the end.*

Name of employee:	
Name and job title of evaluator: _	
Name of business:	
Date of evaluation:	

1= Unacceptable, 2 = Poor, 3 = Needs work, 4 = acceptable, 5 = Exemplary

Interpersonal Behavior	1	2	3	4	5
Toward Coworkers					
Toward Management					
Toward Customers (if applicable)					
Job Performance	1	2	3	4	5
Speed					
Accuracy					
Endurance					
Work Skills	1	2	3	4	5
Requests time off appropriately					
Punctuality					
Attitude					
Appearance					
Professionalism					
Reliability					

1. Are there any areas that the employee should work on?

^{*} If the business has another method or form for evaluation, they should feel free to use that. This form should be used as needed.

2.	Do you think that the employee is able to take on more tasks within their scheduled hours?
3.	Is there a possibility of the employee increasing his/her hours?
4.	Are there any other supports, tools, or strategies needed to help the employee be as independent as possible?
5.	Are there any changes to be made by the vocational agency supporting the student that you would like to see? (i.e., more communication, more/less support for employee, etc.)

^{*} If the business has another method or form for evaluation, they should feel free to use that. This form should be used as needed.