

Participant Interim Evaluation

This form is designed to assist PHAs and partners in monitoring the progress of Welfare to Work Voucher participants who are involved in job training or employment programs. It is intended to foster communication and provide feedback to participants, PHAs, and partners, as well as to supervisors and "coaches" at the participant's place of employment. The participant evaluates him/herself in the "Participant" column, then the supervisor evaluates the participant in the "Manager" column. Participants and managers should refer to the more detailed descriptions of the competencies on page 3 as they complete the evaluation.

 PARTICIPANT'S NAME (PLEASE PRINT)

 SUPERVISOR'S NAME

 PARTICIPANT'S TITLE/POSITION

Rate progress toward achieving competence E = Exceeds requirements, M = Meets requirements, N = Does not meet requirements	Participant			Manager			
	E	M	N		E	M	N
Technical Competence (able to meet the technical demands of the job, understands and fulfills responsibilities)							
Social Competence							
Systems: Understands the organization							
Rules: Adheres to professional norms							
Teamwork: Cooperates with others							
Communication: Speaks, writes, and listens effectively							
Personal Competence							
Self-confidence							

Initiative							
Motivation							
Continuous improvement							
Career planning							
Comments:							
Technical Competence:							
Social Competence:							
Personal Competence:							
General:							

PARTICIPANT'S SIGNATURE DATE SUPERVISOR'S SIGNATURE DATE

PERIOD EVALUATED (m/d/y to m/d/y) DEPARTMENT

DATE OF NEXT EVALUATION:

Adapted from: <http://www.human.cornell.edu/youthwork/ptools/int-eval.html>

Competencies Descriptions

Social Competence: Participate in an organization

Systems: Understands the organization.

- Understands roles of people in a department.
- Understands connections between departments.
- Understands relations with patients, clients, customers, and other organizations.
- Knows from whom and when to access information.

Rules: Adheres to professional norms.

- Commits to professional ethics.
- Is trustworthy and honest.
- Maintains confidentiality.
- Protects product (industrial secrets).
- Protects company (employer's proprietary rights).
- Protects client's privacy.
- Uses discretion.
- Observes safety precautions:
 - Around chemicals.
 - In laboratory.
 - Around machines, equipment, vehicles (know restrictions).
- Wears safety clothing when specified (jacket, gloves, mask, shoes).
- Knows accident procedures.
- Attends safety courses and uses what is taught.
- Observes good workspace techniques.
- Keeps work area clean and organized.
- Restocks supplies (e.g., parts, solutions).
- Disposes of waste properly (recycles).
- Maintains schedule.
- Is punctual and reliable.
- Informs supervisor if late or absent.
- Works efficiently.
- Dresses appropriately.

Teamwork: Cooperates with others.

- Works with others in a professional manner.
- Meets team goals and helps others to meet their goals.
- Participates in group meetings.
- Fulfills obligations.

Communication: Speaks, writes, and listens effectively.

- Uses appropriate technical, medical, or business vocabulary.

- Writes clear and accurate reports, letters, documents.
- Listens actively to understand information or directions.
- Asks questions to learn, clarify, and solve problems.

Personal Competence: Acts responsibly.

Self-confidence.

- Acts with measured assurance.
- Knows when to ask for help.
- Conveys competence to coworkers, patients/clients.
- Takes time to do things right.

Initiative.

- Asks questions in a timely fashion.
- Works independently when appropriate.
- Identifies next tasks to be done.
- Suggests improvements.
- Identifies potential problems.
- Seeks help with problems.

Motivation.

- Is eager to learn new tasks.
- Is pleased with achievement.
- Stays involved.

Continuous improvement.

- Takes responsibility for continued learning.
- Responds to suggestions for improvement.
- Seeks and accepts constructive criticism.
- Recognizes mistakes.

Career planning.

- Seeks counsel about career options and pathways.
- Inquires about pathway requirements.
- Pursues rigorous academic courses to qualify for further education.

From:

<http://www.human.cornell.edu/youthwork/ptools/gespc.html>