



WORKSITE SUPERVISOR INTERN EVALUATION

This form is a resource for the Work Experience (WEX) Participant to receive feedback from their Worksite Supervisor on their demonstration of workplace expectations and skills during their WEX. Worksite Supervisors are encouraged to be specific when providing feedback in the comments section. Participants review and discuss feedback with their Career Coach.

Worksite Supervisors, please **complete this form and review with Participant before WEX end date.**

Participant is encouraged to provide feedback on their experience in the WEX program by completing an online survey provided by program staff.

PARTICIPANT NAME	SUPERVISOR NAME
PARTICIPANT POSITION TITLE	WORKSITE NAME
WEX START DATE	REVIEW DATE

WORKPLACE EXPECTATIONS		Needs Significant Development	Shows Growth; Needs More Development	Meets Expectations	Exceeds Expectations
SKILL SCORING	NARRATIVE	1	2	3	4
WORKPLACE SKILLS *PLEASE USE GUIDE ON LAST PAGE	IN THIS SECTION, ADD ANY COMMENTS, ADVICE AND FEEDBACK				
ADAPTABILITY <ul style="list-style-type: none"> ● Responds positively to change & sees change as an opportunity ● Open to new experiences that improve skills ● Tries out new roles within a team ● Identifies situations & barriers that impact performance ● Manages stress & setbacks professionally ● Learns from experiences 					
COLLABORATION <ul style="list-style-type: none"> ● Offers help & ideas ● Considers, values & respects multiple points of view ● Deals appropriately with team diversity ● Handles conflicts in productive ways ● Builds & maintains positive relationships ● Encourages others to share their ideas 					

<p>COMMUNICATION</p> <ul style="list-style-type: none"> ● Demonstrates competency in when & how to use phone, email, internet & computer applications to communicate; uses social media properly ● Demonstrates active listening ● Presents information that is appropriate in content ● Understands and applies basic etiquette & rules in nonverbal, verbal & written communication ● Writes with correct spelling & grammar 					
<p>ANALYSIS / SOLUTION MINDSET</p> <ul style="list-style-type: none"> ● Demonstrates ability to assess a situation or issue ● Brainstorms & tests to identify possible solutions ● Gathers input and feedback from others ● Considers multiple viewpoints ● Seeks guidance or support when assignments exceed ability, time demand or role/position ● Seeks guidance & support to test out solutions 					
<p>SELF-AWARENESS</p> <ul style="list-style-type: none"> ● Accepts and uses feedback to enhance skills ● Maintains self-control ● Demonstrates ethical behavior ● Shows awareness of how behavior impacts others ● Learns and follows rules and guidelines ● Appropriate dress ● Acknowledges mistakes and takes personal responsibility ● Understands and performs to required expectations ● Good attendance/punctuality 					

Please offer specific feedback about how Participant demonstrated skill gains unique to the worksite's industry and/or specific Work Experience position description:

Are you satisfied with WEX Participant's performance?

Check one

Yes

No

REVIEW ACKNOWLEDGEMENT	
PARTICIPANT SIGNATURE	
WORKSITE SUPERVISOR SIGNATURE	
WORKSITE LIAISON SIGNATURE	

This program is financed in whole or in part with funds provided through Worksystems from the U.S. Department of Labor, State of Oregon Higher Education Coordinating Commission, Prosper Portland, the City of Portland, Multnomah County and employer sponsorships. In accordance with Federal Law providers are prohibited from discriminating on the basis of race, color, national origin, sex, age, religion, political beliefs, or disability. Providers are an equal opportunity program/employer. Auxiliary aids are available upon request to individuals with disabilities. TTY 1-800-735-2900. To place a free relay call in Oregon, dial 711.

FOR PDX YOUTH@WORK STAFF ONLY

ENTER SCORE FOR EACH COMPETENCY (1-4)		If TOTAL Score Is...	Then Level Is...
Adaptability		5	Level 1
Collaboration		6 – 12	Level 2
Communication		13-19	Level 3
Problem-Solving		20	Level 4
Self-Awareness			
ADD & ENTER TOTAL SCORE		ENTER ESSENTIAL SKILLS LEVEL	

EMPLOYER-VALIDATED WORK READINESS? Yes No	TO CLAIM EMPLOYER-VALIDATED WORK READINESS: (1) Intern must have a final score that meets or exceeds 15 points (Level 3). (2) Supervisor MUST indicate that performance on job was satisfactory. (3) Intern must not have been fired or quit from this work experience.
--	--

GRADING SCALE

NEEDS SIGNIFICANT DEVELOPMENT (inadequate = 1 point)	SHOWS GROWTH; NEEDS MORE DEVELOPMENT (rarely = 2 points)	MEETS EXPECTATIONS (sometimes = 3 points)	EXCEEDS EXPECTATIONS (consistent = 4 points)
ADAPTABILITY			
Does not respond positively to change and is not open to new experiences to improve knowledge and skills. Unable to identify situations and barriers that impact performance. Unable to manage stress and learn from experiences. Refuses to try out new roles on the team.	Rarely responds positively to change and being open to new experiences that improve knowledge and skills. Struggles with identifying situations and barriers that impact performance. Struggles with managing stress and learning from experiences. Rarely tries out new roles on the team.	Usually responds positively to change; is usually open to new experiences that improve knowledge and skills. Usually able to identify situations and barriers that impact performance. Can manage some stress. Usually learns from experiences. Sometimes tries out new roles on the team.	Consistently responds positively to change and is open to new experiences that improve knowledge and skills. Consistently able to identify situations and barriers that impact performance. Manages stress well. Consistently learns from experiences. Consistently tries out new roles on the team.
COLLABORATION			
Unable to offer help and ideas. Will not consider multiple points of view. Refuses to accept or value diverse perspectives. Unable to handle conflict. Fosters unease with co-workers.	Offers help and ideas infrequently. Sometimes considers multiple points of view. Does not accept or value diverse perspectives. Struggles with handling conflict well. Inconsistent in building positive relationships.	Usually offers help and ideas. Often considers multiple points of view. Usually deals appropriately with team diversity. Usually handles conflict constructively. Often builds positive relationships.	Consistently offers help and ideas. Encourages others to share their ideas. Actively solicits multiple points of view. Embraces team diversity. Consistently handles conflict well. Consistently facilitates positive relationships.
COMMUNICATION SKILLS			
Unable to use phone, email, the internet, and other computer applications to communicate. Rarely communicates with colleagues and supervisor; ignores questions. Communication is unprofessional. Attention is often focused on personal telephone. Unable to write with correct spelling and grammar.	Struggles with how to use phone, email, the internet, and other computer applications to communicate. Needs to develop active listening skills. Struggles with presenting information that is appropriate in content. Inconsistent in communicating in manner and language appropriate for workplace. Needs to improve ability to write with correct spelling and grammar.	Knows when and how to use phone, email, the internet, and other computer applications to communicate; uses social media properly. Is an active listener. Usually presents information that is appropriate in content. Understands basic etiquette and rules in nonverbal, verbal, and written communication. Usually writes with correct spelling and grammar.	Is highly skilled at the use of phone, email, the internet, and other computer applications to communicate. Consistently presents information that is appropriate in content. Consistently speaks clearly, listens well, and confirms understanding when unclear. Consistently writes with correct spelling and grammar.
PROBLEM-SOLVING			
Unable to assess a situation or issue and then brainstorm and test to identify possible solutions. Refuses considering diverse points of view. Unable to seek guidance or support when assignments exceed ability and when testing out solutions.	Struggles with assessing a situation or issue. Rarely brainstorms and tests to identify possible solutions. Struggles with considering diverse points of view. Rarely seeks guidance or support when assignments exceed ability and when testing out solutions.	Usually considers a situation or issue and effectively assesses it. Usually brainstorms and tests to identify possible solutions. Gathers feedback from others. Usually considers diverse viewpoints. Usually seeks guidance or support when assignments exceed ability and when testing out solutions.	Consistently assesses a situation or issue. Always brainstorms and tests to identify possible solutions. Goes above and beyond to gather feedback from others. Always considers diverse viewpoints. Always seeks guidance or support when assignments exceed ability and when testing out solutions.
SELF-AWARENESS			
Unwilling to accept and use feedback to enhance skills. Unable to maintain self-control. Does not show awareness of how behavior impacts others. Unwilling to learn and follow rules and guidelines. Unwilling to acknowledge mistakes and take personal responsibility. Unable to understand and perform required expectations. Significant absenteeism, often late. Does not notify supervisor.	Struggles to accept and use feedback to enhance skills. Struggles to maintain self-control. Rarely shows awareness of how behavior impacts others. Struggles to learn and follow rules and guidelines. Rarely acknowledges mistakes and take personal responsibility. Struggles to understand and perform required expectations. Below 90% attendance but seeks out opportunities to make up missed work. Late at least once a week.	Usually accepts and uses feedback to enhance skills. Usually maintains self-control. Usually demonstrates ethical behavior. Usually shows awareness of how behavior impacts others. Usually learns and follows rules and guidelines. Usually acknowledges mistakes and take personal responsibility. Usually understands and performs required expectations. Maintains 90% attendance and notifies supervisor ahead of time prior to absence. Late occasionally but notifies supervisor if possible.	Consistently accepts and uses feedback to enhance skills. Always maintains self-control. Always demonstrates ethical behavior. Always shows awareness of how behavior impacts others. Always learns and follows rules and guidelines. Always acknowledges mistakes and take personal responsibility. Always understands and performs required expectations. 100% attendance or missed one day with valid reason that did not occur during first two weeks. Never or rarely late without prior approval.