|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Readiness Criteria** | **1** | **2** | **3** | **4** | **5** |
| **Professionalism**   * Arrives on time to begin service, from breaks and lunch * Notifies staff when absent or late for service * Wears appropriate attire * Uses appropriate language * Does not attend to personal business on the job (except emergencies)   Comment on the above:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |
| **Active Participation**   * Responds well and accepts constructive feedback * Seeks clarity when unsure of next steps or directions * Listens and follows directions first time given * Completes ALL assignments/tasks * Completes tasks in a productive/timely manner   Comment on the above:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |
| **Critical Thinking**   * Works well with others as a team * Takes initiative to begin or complete a task * Fosters and maintains positive attitude/relationships * Adapts well to obstacles or challenges * Employs proactive measures in avoiding conflict and problem-solving opportunities   Comment on the above:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |
| **Key: 1= Unacceptable 2= Needs Improvement 3= Acceptable 4= Very Good 5= Excellent** | | | | | |

**Corps Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evaluation Period:**

**Cohort:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Areas of Improvement since last evaluation:

Areas still needed for improvement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Name and Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Corps Member Signature: Date:

**Hard Skills Assessment**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Evaluate the Corps member’s skill level** | | | | | | |
| **Hard Skills** | **High 🡸====================🡺 Low** | | | |  | **Rate Number** |
| ***Skill being evaluated*** | **Skilled** | **Competent** | **Developing** | **Beginner** |  | **\* Shows Improvement Rate 0-5** |
| **Carpentry** |  |  |  |  |  | 0 1 2 3 4 5 |
| **Painting** |  |  |  |  |  | 0 1 2 3 4 5 |
| **Plastering** |  |  |  |  |  | 0 1 2 3 4 5 |
| **Measuring** |  |  |  |  |  | 0 1 2 3 4 5 |
| **Ruler reading** |  |  |  |  |  | 0 1 2 3 4 5 |
| **Laying tiles** |  |  |  |  |  | 0 1 2 3 4 5 |
| **Landscaping** |  |  |  |  |  | 0 1 2 3 4 5 |
| **Sheetrock** |  |  |  |  |  | 0 1 2 3 4 5 |
| **Administrative skills**   * **Organizing supplies** * **Taking notes** |  |  |  |  |  | 0 1 2 3 4 5 |
| *Other:* |  |  |  |  |  | 0 1 2 3 4 5 |
| *Other:* |  |  |  |  |  | 0 1 2 3 4 5 |
| *Other:* |  |  |  |  |  | 0 1 2 3 4 5 |

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| --- |
| **\* Shows Improvement Rate 0 – 5** |
| This measure is rated on a 6-point scale with 0 meaning there has been no improvement and 5 meaning great improvement. This rating scale does not necessarily mean that a Corps member who scores a 5 has mastered the skill. An improvement of 5 suggests that a Corps member has demonstrated the greatest realistic gain in this skill area based on his/her skill level when he/she entered the program. |

**Participant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Site Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**