|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: (complete in weeks 1-2)**

**Cohort:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Initial Job Readiness Evaluation Form**

Areas of strength that Corps member can build on:

Areas that need improvement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Corps Member Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Name and Signature: Date: