

New York City WBL Toolkit
WBL Plan and Evaluation

Worksite Supervisor Evaluation

Mid Point **Final**

Identify and enter specific skills that may be developed and demonstrated during the experience.

The worksite supervisor completes the evaluation at the midpoint and completion of the experience.

Youth/Young Adult: _____ **Supervisor:** _____

| PROFESSIONAL SKILL | PERFORMANCE EXPECTATIONS | Not Exposed | Training Level | Improving Towards Entry Level | At Entry Level | Exceeds Entry Level |
|-------------------------------|---|--------------------------|--------------------------|-------------------------------|--------------------------|--------------------------|
| Personal Traits | | | | | | |
| Integrity | Demonstrates honesty. Is trustworthy and ethical in their work. Makes responsible decisions and avoids risky behaviors. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Dependability | Is punctual and reliable, avoids absenteeism, meets deadlines. Is self-directed, productive and takes ownership in the quality and accuracy of work. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Persistence | Demonstrates the willingness and ability to work. Completes tasks as assigned. Knows how to learn | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Responsiveness | Responds well to supervision and direction. Accepts and applies constructive criticism. Recognizes and reflects workplace norms and culture. Dresses appropriately and avoids the personal use of technology during work hours. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Group Experience | | | | | | |
| Negotiation | Resolves conflicts. Proposes solutions. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Teamwork | Interacts effectively with others. Actively listens and takes initiative. Demonstrates leadership when appropriate. Is respectful of the opinions and contributions of others. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Diversity | Is comfortable with people of diverse backgrounds. Avoids the use of language or comments that stereotype others. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Communication | Communicates effectively in English, both verbally and in writing. Is an active listener and able to share ideas. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Problem Solving | | | | | | |
| Applied Knowledge | Selects and applies appropriate technologies to complete tasks. Reads with understanding and uses math to analyze and solve problems. Accesses information. Applies occupational and technical knowledge to tasks. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Flexibility | Willing to try new tasks Adapts to a range of circumstances and is comfortable with change. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Planning | Prepares and plans effectively. Is detail-oriented. Manages time and resources to complete tasks. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Continuous Improvement | Thinks critically. Understands strengths and weaknesses and is comfortable asking questions. Reflects on tasks, analyzes processes and suggests improvements. Provides and receives feedback. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SPECIFIC SKILLS | PERFORMANCE EXPECTATIONS | | | | | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Number of professional skills assessed at or above entry level _____

Comments on talents and abilities:

Time frame of observation: From _____ to _____ Total hours _____

Worksite Supervisor Signature _____

Date _____

Youth/Young Adult Signature _____

Date _____

Next Step Recommendations: