

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: