

Savannah Pre-Apprentice Program (SPAP)

Participant Evaluation

Each SPAP Participant will be evaluated on Worksite Specific Skills and Work Readiness Skills two times over the duration of the program. The Worksite Supervisor should complete evaluations during the first and final week of participant employment at the Worksite.

SPAP PARTICIPANT EVALUATION FORM

Participant: _____ Worksite: _____
 Date Started: _____ End Date: _____ Job Title: _____
 Name of evaluator: _____ Title of evaluator: _____

Assign a number 1-5 in the appropriate space for all items that represents how well you believe the participant performed during the summer youth employment program. Write (NA) for those items you were not able to observe. 5 4 3 2 1

	1-Unsatisfactory 2-Needs Improvement 3-Satisfactory 4-Good 5-Excellent									
	Initial Evaluation					Final Evaluation				
ITEM INITIAL RATING FINAL RATING	1	2	3	4	5	1	2	3	4	5
Basic Work Skills:										
1. Follows Verbal Instructions										
2. Follows Written Instructions										
3. Follows Safety Procedures										
4. Asks Questions										
5. Verbal Communication Skills										
Work Maturity Skills:										
6. Being Consistently Punctual										
7. Maintains Regular Attendance										
8. Presents a Neat Appearance										
9. Gets Along and Works Well with Others										
10. Exhibits Good Conduct										
11. Completes Tasks										
12. Accepts Constructive Criticism										
13. Shows Initiative/Reliability										
14. Assumes Responsibility										

Date Completed: _____

Staff Initials: _____ Participant's Initials (received copy): _____

Initial rating will be completed by the Worksite Supervisor by the fifth work day of SPAP participation. The final rating will be completed during the participant's final week of participation in the SPAP program.

