



Completing Tasks Effectively

Work Maturity Post-Assessment Supervisor's Evaluation

Participant: _____

Date: _____

Training Site: _____ Rater: _____

Directions: Please rate the participant in comparison to the standards you would expect an average, recently hired employee to do. For each item, please circle the number which corresponds to what you think is a fair description of the participant's recent performance. The participant must have an average score of "2" to successfully complete this area. Participant must demonstrate this skill over at least 40 hours.

Rating Scale:

3 : Exceeds Worksite Standard

2 : Meets Worksite Standard

1 : Needs Improvement

X : Can't Be Evaluated At This Time

A.	Prepares and plans work daily.	3	2	1	X
B.	Prepares or sets up materials, equipment or tools, and complete tasks.	3	2	1	X
C.	Works at tasks consistently until task is complete.	3	2	1	X
D.	Selects and uses correct techniques/tools to complete tasks.	3	2	1	X
E.	Shows good use of time and follows schedules.	3	2	1	X
F.	Cleans up after tasks, returns materials to proper place.	3	2	1	X
G.	Prioritizes tasks effectively.	3	2	1	X
H.	Solves routine problems involving task completion.	3	2	1	X
I.	Compute average evaluation score.	3	2	1	X

Comments:

Rater Signature: _____

Date: _____

Participant Signature: _____

Date: _____