



Exhibiting Good Interpersonal Relations

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

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|----|--|---|---|---|---|
| A. | Considerate of others. | 3 | 2 | 1 | X |
| B. | Resolves problems in a constructive manner. | 3 | 2 | 1 | X |
| C. | Communicates completely and correctly. | 3 | 2 | 1 | X |
| D. | Gives help to co-worker if requested and is appropriate. | 3 | 2 | 1 | X |
| E. | Cooperative with supervisor and others. | 3 | 2 | 1 | X |
| F. | Gives helpful feedback when necessary. | 3 | 2 | 1 | X |
| G. | Sensitive to fellow workers. | 3 | 2 | 1 | X |
| H. | Requests clarification when necessary. | 3 | 2 | 1 | X |
| I. | Observes office etiquette. | 3 | 2 | 1 | X |
| J. | Does not personalize constructive criticism. | 3 | 2 | 1 | X |
| K. | Computer average evaluation score. | 3 | 2 | 1 | X |

Comments:

Rater Signature: _____

Date: _____

Participant Signature: _____

Date: _____