Scholars at Work General Workplace Competencies Evaluation

**Participant: AEL Instructor:**

**AEL Site: Date of Evaluation:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **INSTRUCTIONS:**  Evaluate participant on work competencies noted below. Comments are requested for all ratings of partial proficiency, marginal proficiency, and no proficiency. Please include what participant needs to do to improve performance. | **No Proficiency 60%** | **Marginal Proficiency 70%** | **Partial Proficiency 80%** | **Satisfactory Proficiency 90%** | **Exceptional Proficiency 100%** | **Rating Time Period:**  **From \_\_\_\_\_\_\_\_\_ To\_\_\_\_\_\_\_\_** |
| **Competency Indicator** | **Rating** | | | | | **Comments** |
| 1. Regular attendance, punctuality in arriving to AEL Class; meeting attendance requirements/hours as agreed upon |  |  |  |  |  |  |
| 1. Meeting education goals – increasing educational level and meeting requirements established and agreed upon |  |  |  |  |  |  |
| 1. Dresses appropriately, adhering to dress code, appropriate appearance for position |  |  |  |  |  |  |
| 1. Appropriate use of property |  |  |  |  |  |  |
| 1. Uses privileges appropriately |  |  |  |  |  |  |
| 1. Demonstrates good conduct |  |  |  |  |  |  |
| 1. Ability to work with others in a professional manner |  |  |  |  |  |  |
| 1. Dependability |  |  |  |  |  |  |
| 1. Ability to accept and follow directions |  |  |  |  |  |  |
| 1. Completes tasks within reasonable timeframe |  |  |  |  |  |  |
| 1. Completes tasks to satisfaction |  |  |  |  |  |  |
| 1. Attempts to resolve work related problems in a professional manner |  |  |  |  |  |  |
| 1. Ability to interact with AEL Staff in a professional manner and accept constructive criticism; communication skills |  |  |  |  |  |  |
| 1. Ability to organize and prioritize tasks effectively |  |  |  |  |  |  |
| 1. Demonstration of good judgment |  |  |  |  |  |  |
| 1. Demonstration of initiative |  |  |  |  |  |  |
| 1. Notified instructor if late or absent | Yes No | | | | |  |
| 1. Demonstrated a satisfactory and acceptable level of performance overall | Yes No | | | | |  |
| **General Comments/Observations:** | | | | | | |

**AEL Instructor Signature:**

**Participant Signature: ­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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