

Workplace Readiness Rating Scale

6/99

Student: _____ Date: _____

Evaluator: _____ Job Site: _____

School: _____ Eval #: _____

Please rate the student on a scale from one (low) to five (high) on each of the following items:

1	2	3	4	5
Poor	Below Average	Average	Above Average	Excellent

	Rating
WORK HABITS	
1. Attendance: Does the student come to work on a regular basis?	
2. Reliability: Is the student dependable? Can you count on the student to do a job?	
3. Completes Assigned Task: Does the student finish a job before starting a new task?	
4. Follows Instructions: Once the student understands your instructions are they followed?	
5. Uses and Cares for Work-Related Equipment: Does the student take care of equipment in a proper manner?	
6. Follows rules: Does the student obey the regulations?	
7. Seeks Additional Work: Does the student seek additional work when finished with a task?	
8. General Appearance: Does the student have proper grooming habits?	
JOB BEHAVIORS	
1. Attitude: Does the student display a positive and proper attitude while working?	
2. Displays Respect: Is the student courteous and polite to everyone at work?	
3. Controls Emotions: Do the students emotions interfere with work?	
4. Accepts Criticism: When asked to do a task differently, does the student respond without getting angry?	
5. Socially Appropriate Behaviors: Is the student friendly and gets along with co-workers?	
COMMUNICATION SKILLS	
1. Listening: Does the student listen carefully to you and others?	
2. Appropriate Conversation: Does the student greet others appropriately, start and participate in conversations and offer information when asked?	

Comments: _____