

Supervisor Assessment- Organization and Self-Direction

Complete this assessment as the student participates in work or volunteer experiences, school-based vocational training experiences, and/or activities in the classroom. Consider selecting specific questions that are problematic or potential issues for the individual.

Employee / Student Name: _____ **Date:** _____

	1 NEVER	2 SOMETIMES	3 MOST OF THE TIME	4 ALWAYS
1) The employee/student consistently arrives at and leaves from work on time.				

Specify situations that were not according to standard.

	1 NEVER	2 SOMETIMES	3 MOST OF THE TIME	4 ALWAYS
2) The employee/student clocks in and out according to expectations.				
3) The employee/student calls in appropriately when sick or in need of medical attention.				
4) The employee/student follows procedures appropriately when requesting time off.				
5) The employee/student manages his break time appropriately				

Specify any situations that are not according to expectations.

	1 NEVER	2 SOMETIMES	3 MOST OF THE TIME	4 ALWAYS
6) The employee/student manages his meal time according to expectations.				

Specify any situations that are not according to expectations.

	1 NEVER	2 SOMETIMES	3 MOST OF THE TIME	4 ALWAYS
7) The employee/student wears appropriate clothing for work and demonstrates appropriate hygiene at work.				

Specify any situations that are not according to expectations.

	1 NEVER	2 SOMETIMES	3 MOST OF THE TIME	4 ALWAYS
8) The employee/student follows his work schedule according to expectations.				
9) The employee/student refrains from personal tasks while on the clock.				
10) The employee/student moves around the various work areas quickly and in an efficient manner.				
11) The employee/student follows safety procedures and avoids off limit areas.				

Specify any situations that are not according to expectations.

	1 NEVER	2 SOMETIMES	3 MOST OF THE TIME	4 ALWAYS
12) The employee/student uses all work materials appropriately and stores them where they are intended to be kept for easy access.				

Specify any situations that are not according to expectations.

	1 NEVER	2 SOMETIMES	3 MOST OF THE TIME	4 ALWAYS
13) The employee/student organizes his work space to work efficiently.				
14) The employee/student stays focused on his work.				

Specify any situations that are not according to expectations.

	1 NEVER	2 SOMETIMES	3 MOST OF THE TIME	4 ALWAYS
15) The employee/student prioritizes his tasks and breaks them down into steps that allow him to do the work efficiently.				
16) The employee/student checks his own work for mistakes and determines when the job is well done.				
17) The employee/student works at the necessary speed and meets expected deadlines.				

Specify any situations that are not according to expectations.

	1 NEVER	2 SOMETIMES	3 MOST OF THE TIME	4 ALWAYS
18) The employee/student manages downtime on the job by seeking out other tasks that may need to be completed.				
19) The employee/student manages additions to his responsibilities and tolerates changes in work tasks well.				

Additional comments or concerns:
