

## Supervisor Assessment: Social Communication Skills

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 responds to supervisors in a respectful manner.				

*Specify situations and responses that were not respectful or according to standard.*

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	1 NEVER	2 SOMETIMES	3 MOST OF THE TIME	4 ALWAYS
2) The employee/student responds to directions from a mentor, job coach or experienced employee in an appropriate manner.				

*Specify any situations or responses that were not acceptable.*

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	1 NEVER	2 SOMETIMES	3 MOST OF THE TIME	4 ALWAYS
3) The employee/student responds to customers in an appropriate and respectful manner.				

*Specify any situations or responses that were not acceptable.*

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	1 NEVER	2 SOMETIMES	3 MOST OF THE TIME	4 ALWAYS
4) This employee/student recognizes my reactions (statements of correction, facial expressions and gestures of disapproval), thus recognizing when I need him/her to adjust how he is doing the job.				

Provide examples if needed:

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	1 NEVER	2 SOMETIMES	3 MOST OF THE TIME	4 ALWAYS
5) This employee/student recognizes the reactions (statements of correction, facial expressions and gestures of disapproval) of a coach, experienced co-worker or customer, thus recognizing when he needs to adjust how he is doing the job.				

Provide examples if needed:

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	1 NEVER	2 SOMETIMES	3 MOST OF THE TIME	4 ALWAYS
6) This employee/student adjusts his actions quickly to correct his work performance.				
7) The employee/student follows directions or instructions from supervisors, mentors and experienced co-workers as provided.				

Specify any concerns or issues that have occurred:

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	1 NEVER	2 SOMETIMES	3 MOST OF THE TIME	4 ALWAYS
8) The employee/student asks for help as needed to complete his work.				

Specify the situations in which the employee does not ask for assistance (need for information, need for materials or tools, need for additional work tasks, when behind on a deadline, etc.).

	1 NEVER	2 SOMETIMES	3 MOST OF THE TIME	4 ALWAYS
9) When the employee/student disagrees with his teacher or supervisor, he states his opinion appropriately and goes on with the task as required.				

Specify any concerns or issues that have occurred:

	1 NEVER	2 SOMETIMES	3 MOST OF THE TIME	4 ALWAYS
10) The employee/student engages in greetings & goodbyes with co-workers, peers and staff in a way that sustains good working relationships.				
11) The employee/student responds to comments and questions in the work environment in a polite fashion that supports good working relationships.				
12) The employee/student responds to interruptions at work in a polite fashion without signs of frustration or confusion.				
13) The employee/student refrains from unnecessary interruptions of peers, supervisors and staff during work while politely interrupting if necessary to the expected work.				

	<b>1 NEVER</b>	<b>2 SOMETIMES</b>	<b>3 MOST OF THE TIME</b>	<b>4 ALWAYS</b>
<i>14) The employee/student maintains an appropriate volume level during all work activities.</i>				
<i>15) The employee/student sustains appropriate personal space with peers, customers and staff at all times.</i>				
<i>16) The employee/student enters and engages in conversations politely and appropriately.</i>				

*Specify any issues or concerns.*

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	1 NEVER	2 SOMETIMES	3 MOST OF THE TIME	4 ALWAYS
17) The employee/student refrains from dominating conversations or talking too long during work periods.				
18) The employee/student accepts compliments graciously from supervisors and co-workers.				
19) The employee/student offers to help or make suggestions at good times so that he is part of the team.				

20) Specify if the employee/student engages in loaning or borrowing of personal belongings that may cause problems of interaction on the job.

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	1 NEVER	2 SOMETIMES	3 MOST OF THE TIME	4 ALWAYS
21) This employee/student apologizes appropriately for mistakes or accidents.				

Provide specifics if necessary:

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	1 NEVER	2 SOMETIMES	3 MOST OF THE TIME	4 ALWAYS
22) The employee/student refrains from using any profanity in the work place that may be offensive to others.				
23) The employee/student works well in a group or as a member of a team.				

Specify any concerns or issues that have occurred:

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	1 NEVER	2 SOMETIMES	3 MOST OF THE TIME	4 ALWAYS
24) The employee/student refrains from asking for or divulging personal information in a way that is inappropriate to the workplace.				
25) The employee/student uses email etiquette in his correspondence at work /school.				
26) The employee/student demonstrates difficulty understanding certain expressions (e.g. idioms, slang) or has difficulty asking for clarification of meaning.				
27) The employee/student has difficulty understanding sarcasm or has difficulty asking for clarification of meaning.				
28) The employee/student engages in social interactions in a manner that is desirable for the workplace.				

*Specify any issues that have been reported or observed in social interaction.*

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*Additional comments or concerns:*

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