

**WORKSITE EVALUATION FORM**  
developed by Greg York, Heartland Transition Consultant

Student: \_\_\_\_\_ Week of: \_\_\_\_\_ to \_\_\_\_\_

Site: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Rating Completed By: \_\_\_\_\_

Rate the student in each of the areas below using the following code:

(1) poor      (2) below average      (3) average      (4) above average      (5) excellent

1. \_\_\_\_ Uses planner, calendar, or schedule to be aware of and plan for the type of work that has been set for each day
2. \_\_\_\_ Can tell school transportation staff his job duties for the day as he is being dropped off for work
3. \_\_\_\_ Starts work in a timely fashion after entering work site
4. \_\_\_\_ Gives eye contact and full attention to supervisor when instructions are given
5. \_\_\_\_ Carries out instructions in the correct order
6. \_\_\_\_ Fully completes each task before moving to next task
7. \_\_\_\_ Works at appropriate speed to insure quality and maintain productivity
8. \_\_\_\_ Informs supervisor when all assigned tasks are completed and moves to routine back-up tasks or asks for further instructions
9. \_\_\_\_ Takes responsibility for his own work and does not ask for or accept assistance when it is not needed
10. \_\_\_\_ Follows rules and regulations of the work site
11. \_\_\_\_ Uses and cares for equipment properly
12. \_\_\_\_ Dresses and grooms appropriately for the job site
13. \_\_\_\_ Displays proper respect and courtesy toward supervisor and co-workers
14. \_\_\_\_ Accepts constructive criticism and attempts to improve performance
15. \_\_\_\_ Gets along well with co-workers
16. \_\_\_\_ Takes appropriate amount of time for drink and restroom breaks
17. \_\_\_\_ Performs adequately on preferred and non-preferred tasks alike

## *Overall Comments and Summary*