

PROGRESS REVIEW Rubric

* PLEASE CIRCLE RATING WHICH BEST FITS STUDENT'S PROGRESS

4 = student exceeds job expectations

3 = student meets job expectations

2 = student is working towards meeting job expectations

1 = student needs additional training or practice

N/A = does not apply

Communication

Greets/interacts with co-workers	4	3	2	1	N/A
Asks for assistance/communicates needs	4	3	2	1	N/A
Expresses self clearly and appropriately when interacting with others	4	3	2	1	N/A

Reasoning and Problem Solving

Tries to solve problems independently	4	3	2	1	N/A
Seeks help appropriately	4	3	2	1	N/A

Personal Development of Work Place Skills

Is dependable/attends work regularly	4	3	2	1	N/A
Is on time for work	4	3	2	1	N/A
Calls supervisor when going to be absent/late	4	3	2	1	N/A
Is respectful of others	4	3	2	1	N/A
Appropriate personal hygiene and dress	4	3	2	1	N/A
Works cooperatively with co-workers	4	3	2	1	N/A
Accepts/follows directions from supervisor/job coach	4	3	2	1	N/A
Demonstrates initiative	4	3	2	1	N/A
Stays on task	4	3	2	1	N/A
Completes tasks in reasonable time	4	3	2	1	N/A
Completes jobs accurately	4	3	2	1	N/A

SPECIFIC JOB TASKS

1. _____	4	3	2	1
2. _____	4	3	2	1
3. _____	4	3	2	1
4. _____	4	3	2	1
5. _____	4	3	2	1

PLEASE COMMENT ON SPECIFIC JOB SKILLS, PROGRESS, STRENGTHS, AND/OR AREAS OF CONCERN:

Supervisor

Student

Date

