



Reviewed together
on Friday 12/21

CWEP PERFORMANCE EVALUATION

Participant Name: Betsy Damon

Date: 12/18/07

Supervisor Name: Denise Sleeper

Date: 12/19/07

Working Futures is a Work Experience Program designed to provide an opportunity for an individual to demonstrate his/her employment marketability while building specific transferable entry-level job skills. This form is a tool used to evaluate the individual's employability performance according to general labor market standards including communication skills, reliability, problem solving skills, self-management, and interpersonal skills. Technical skills learned during this program are indicated on the individual's transcript.

P4	C7	1 NEEDS IMPROVEMENT	2 MEETS REQUIREMENT	3 EXCEEDS REQUIREMENTS	4 EXCEPTIONAL
RELIABILITY					
APPEARANCE: How one dresses and grooms as a reflection of self-respect and professional courtesy.					
2	3	Clothes are wrinkled, ripped, or stained; hair is dirty or unkempt.	Consistently adheres to the "business casual" dress code; treats other courteously.	Usually dresses in accordance to a business professional dress code; portrays self-respect and professionalism with others.	Consistently dresses nicely and presents self as prepared and professional; appearance indicates self-confidence and reception of others is always courteous.
Comments: <i>always. You look great. I appreciate your Role modelling a good appearance.</i>					
ATTITUDE: One's outlook toward self, the job, coworkers, and the organization.					
2	2 3/4	Often portrays a negative attitude toward self, the job, co-workers and/or the organization; uncooperative at times.	Friendly, helpful, and interested in helping self and others.	Possesses a can-do, upbeat attitude; accepts critical feedback well; represents the organization in a positive manner.	Obviously cares about personal success as well as helping others; has an exceptional work ethic; actively supports the mission of the organization.
Comments: <i>I think you show great attitude in many ways, but you seem to short change yourself.</i>					
DEPENDABILITY: The behaviors that demonstrate one's sense of responsibility.					
4	4	Frequently late or had to leave early; irregular attendance.	Consistently punctual; missed 12 hours or less per month.	Completed 8-week program with no absences.	Put in extra hours during two or more weeks.
Comments: <i>yes. Always Dependable. It's been a tremendous help to students to have a little extra chance to earn their hours.</i>					