

| P4 | C7 | 1 NEEDS IMPROVEMENT | 2 MEETS REQUIREMENT | 3 EXCEEDS REQUIREMENTS | 4 EXCEPTIONAL |
|--|----|---|---|--|--|
| MANAGING CONFLICT: The extent to which one can avoid or handle disagreements in the workplace. | | | | | |
| 3 | 3 | Has limited skill at either avoiding or handling disagreements. | Generally behaves in a respectful and honest way with others. | Expresses ideas, values, and feelings constructively; is able to give and receive critical feedback. | Able to clarify areas of disagreement objectively; critiques ideas and behaviors, not individuals. |
| Comments: <i>yes, I believe you handle conflict very well.</i> | | | | | |
| TEAMWORK: The commitment and cooperation that one exhibits as a member of a work team. | | | | | |
| 2 | 2 | Uncomfortable with or unwilling to work with others. | Cooperative with; supportive of team efforts and goals. | Very cooperative and easy to work with; respects and encourages others. | Demonstrates high standards of cooperation; actively seeks ways to strengthen team. |
| Comments: <i>Yes, I believe you are committed to people getting the most out of their experience in working futures.</i> | | | | | |

~ INSTRUCTIONS ~

- Week #1 Participant receives a copy of the CWEP Performance Evaluation for information purposes
- Week #4 Participant completes the Evaluation, indicating his/her rating in the P4 column. In the *comments* field, s/he should indicate goals and strategies for improving any areas that *need improvement*.
- Week #7 Participant and Career Development Specialist (CDS) meet together to determine the final rating, which is indicated in the C7 column. The CDS should make notes clarifying how/whether the participant achieved his/her goals set during week #4.
- A copy of the Evaluation should be forwarded to the participant's NHEP counselor as quickly as possible. It may be used to determine which is the best activity after Working Futures.
- A copy should be put in the participant's WF file.
- The original is for the participant's portfolio.

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| DEPENDABILITY: The behaviors that demonstrate one's sense of responsibility. | | | | | |
| 1 | 2 | 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: Lost my last job because I was late so often because of the kids. Will begin getting their clothes ready the night before and stop letting them watch TV until they are all ready to leave. CDS -> Mary was late only once after week #4 when her son got sick in the car. She called to let me know what had happened, brought him to their back-up child care provider, and made up the 45 minutes that she missed in the morning. | | | | | |