

Job Readiness Workshop Participant Evaluation

Name: _____ State ID # _____ Start Date: _____

JOB READINESS WORKSHOP WEEK 1				
A. General Observation of Participant	E	S	N	Identify any issues or concerns
1. Willing to work; follows through on assignments				
2. Demonstrates good communication skills				
3. Well mannered; relates to people in a friendly manner				
4. Demonstrates good ethical work standard				
5. Works cooperatively with others as part of a team				
6. Demonstrates self-control; welcomes feedback				
7. Speaks clearly; avoids profanity and slang				
8. Good listener; asks appropriate questions				
B. Appearance				
1. Neat and clean appearance; good posture and eye contact				
2. Appropriate clothing – Neat and clean				
C. Attendance				
1. Consistently shows up on time for Workshop				
2. Has attended all 4 days of workshop				
D. Other:				

If any question is answered Needs Improvement, document your reasons above.

JOB READINESS WORKSHOP WEEK 2				
A. General Observation of Participant	E	S	N	Identify any issues or concerns
1. Responsive, cooperative and attentive to Workshop Facilitator				
2. Demonstrates good communication skills with other students				
3. Demonstrates flexibility and can adapt to change				
4. Demonstrates good ethical work standard				
5. Works cooperatively with others as part of a team				
6. Demonstrates self-control; welcomes feedback				
7. Speaks clearly; avoids profanity and slang				
8. Good listener; asks appropriate questions				
B. Appearance				
1. Neat and clean appearance; good posture and eye contact				
2. Appropriate clothing – Neat and clean				
C. Attendance				
1. Consistently shows up on time for Workshop				
2. Has attended all 4 days of workshop				
D. Other:				

If any question is answered Needs Improvement, document your reasons above.

Workshop Facilitator Signature

Completion Date

E = Exceeds Expectations S = Satisfactory N = Needs Improvement [Document your reasons]