



# Participant Performance Evaluation

DATE: \_\_\_\_\_

## A. Identification

Name of Participant: \_\_\_\_\_  
Assignment Title: \_\_\_\_\_  
Date of Assignment: \_\_\_\_\_  
Host Agency: \_\_\_\_\_  
Supervisor: \_\_\_\_\_

## B. Format of Performance Evaluation

The performance evaluation which follows has two sections:

- Section I: Categories of Evaluation
- Section II: Comments by the Participant

In Section I, the host agency supervisor is asked first to evaluate the participant in each of the eight categories of performance in the section. The evaluation should be based on performance and matched with the duties and responsibilities contained in the assignment description of the participant. Each section provides space for comments which should be specific whether favorable or unfavorable.

### Section I: CATEGORIES OF EVALUATION

#### 1. *Quality*

The accuracy and completeness of duties performed as listed in the community service assignment description:

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 2. *Quantity and Organization*

The amount of service performed during a normal work period:

Comments: \_\_\_\_\_  
\_\_\_\_\_

3. *Attendance*

Reliability on coming to the assignment regularly and at assigned hours:

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. *Interpersonal Skills*

The ability to relate with co-workers in a cooperative manner:

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. *Interaction with Public*

How well does this participant interact with the public, with clients, or others? Is he/she courteous and patient?

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. *Personal Appearance*

Does this participant dress appropriately for the assignment and maintain a well-groomed appearance consistent with assigned tasks?

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. *Supervision*

Does this participant accept suggestions and directions well?

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. *Overall Performance*

Taking into account all aspects of the participant's performance at the tasks assigned, the overall performance rating:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. List accomplishments or goals mutually set by Participant, Supervisor and Project Director. Specifically note if the participant is ready for unsubsidized employment at this host agency or other employment.

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X \_\_\_\_\_  
(Signature Host Agency Supervisor) (Date)

**Section II: COMMENTS BY THE PARTICIPANT**

After the supervisor has completed Section I, a copy must be given to and discussed with the participant. The participant being evaluated may make any comment on the evaluation, which has been provided, and should feel free to agree or disagree. The signature here does not mean agreement, unless stated, but means only that the participant has read the evaluation.

Do you agree or disagree with this evaluation? \_\_\_\_\_

Do you feel that the training you have received at this assignment has prepared you to obtain an unsubsidized job?

Yes  No

If yes, How? If no, Why not? \_\_\_\_\_

Comments by participant: \_\_\_\_\_

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X \_\_\_\_\_  
(Signature of Participant) (Date)

A copy of this performance evaluation must be given to the participant.

**For Sponsor Project Use Only**

This Performance Evaluation is made Part of the IEP  Yes  No

\_\_\_\_\_  
(Signature ANN JOHNSON) (Date)