

CEO DAILY WORKSITE EVALUATION

Name: _____
(print)

Signature: _____

CEO ID #: _____

Job Coach: _____
(name)

Job Developer: _____
(name)

Appointment Days: _____

Appointment Times: _____

Sr. Site Supervisor's Review:

Initial _____ Date _____ Initial _____ Date _____

Workforce Development Coordinator's Progress Review:

Initial _____ Date _____ Initial _____ Date _____

Job Coach Supervisor's Progress Review:

Initial _____ Date _____ Initial _____ Date _____

CENTER FOR EMPLOYMENT OPPORTUNITIES
MAIL 32 Broadway New York, NY 10004
PHONE 212 422 4430
FAX 212 422 4855
WEB www. CEOworks.org
TOLL FREE PHONE 1 800 493 9904 code 7187
SICK LINE 1 800 493 9904 code 461

JC Initial: _____ Date: _____

JD Initial: _____ Date: _____

Cooperation with Co-workers				
CC1: Developed productive work relationships that are respectful, trustworthy, and honest				
Low		Meets Standards		High
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CC2: Managed conflicts non-violently and listened to the opinions of others				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CC3: Promoted teamwork by accepting assigned role and by helping others to complete tasks				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Personal Presentation				
PP1: Dressed professionally, spoke respectfully, and acted responsibly				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
PP2: Remained focused on the needs of CEO's customers				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
PP3: Sustained a positive attitude and expressed a desire to succeed individually and collectively				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
SUPERVISOR COMMENTS:				
JOB START READY: Yes <input type="checkbox"/> No <input type="checkbox"/>				
JC/JD COMMENTS:				

Date: _____ Site: _____

Site Supervisor: _____

Cooperation with Supervisor(s)				
CS1: Listened actively, followed instructions, & kept Supervisor(s) informed of work progress				
Low		Meets Standards		High
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CS2: Asked questions to understand job tasks completely				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CS3: Sought and acted on job performance feedback				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Effort at Work				
EW1: Understood work priorities and completed assigned tasks in the allotted time period				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW2: Completed work independently				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW3: Developed skills on the job – proactively - and learned from successes and failures to maximize productivity				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
On Time				
OT1: Arrived on time for the start of the work day				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT2: Arrived on time from break				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT3: Arrived on time from lunch/dinner				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		

ROADMAP TO SUCCESS

Congratulations on completing CEO's Pre-Employment Training! Now you can work at a transitional job site while focusing on finding a full-time job. This roadmap is a short guide to CEO's program.

First Stop: Transitional Job

You obtain Short-term, paid employment at one of CEO's supervised worksites. You can plug in to a worksite by calling CEO's DATA department at:

PHONE 212 422 4430 Ext. 241 or 240 Sick Line x461
 TOLL FREE 1 800 493 9904 Ext. 241 or 240 Sick Line x461
 For Night sites call between 11am-2:30pm (for same day)
 For Day sites call between 1pm - 5pm (for next day)

If you are going to miss a day of work, notify your Job Coach or Job Developer and call Data to be unplugged from the site. If it is not business hours, call the Sick Line at least 1 hour prior to site start time. Please leave your name, number, CEO ID, and the reason you are out. Call DATA to re-plug in when you are available. If you have an unexcused absence, you will be suspended.

Second Stop: Job Coaching

Your job coach will help you master the CEOCP's and become job-start ready.

Third Stop: Job Development

Once you are job-start ready, your job developer will help you find permanent employment. The job developer will get to know you and match you to the job that best fits your skills, abilities and preferences.

Forth Stop: Full-Time Job

Fifth Stop: Retention

Even after you get a full-time job, CEO staff will help you succeed at your work place and will connect you to educational opportunities.

Make sure to take advantage of these special offerings:

Rapid Rewards Program

You can receive over \$200 from Rapid Rewards - a year-long program for staying employed outside CEO.

Each journey begins with one step!

PLUG-IN PROCEDURE

Worksite scheduling begins at
11am - 2:30pm for same-day Night Sites &
1:00pm - 5pm for next-day Day Sites or
6:55am for same-day morning sites

(PLEASE NOTE: YOU WILL NOT BE PLUGGED IN BEFORE 11AM)

DATA DEPARTMENT	Name	Telephone
	Charles Simpson	212 422 4430 ext. 241
	Eric Montelibano	212 422 4430 ext. 240

TRANSITIONAL WORKSITES

Morning Shifts

Name	Time	Directions	Borough
1. CUNY - Brooklyn College	8am - 3:30pm	Take the 2 or 5 train to Flatbush Avenue And follow Campus Road to Bedford Avenue. Make a left to 281 Roosevelt Hall.	Brooklyn
2. CUNY - Bronx Community College	7am - 2:30pm	Take the 4 train to Burnside Avenue and walk up Burnside Ave. to security gate. Basement of Butler Hall rm 596.	Bronx
3. CUNY - City College	7am - 2:30pm	Take the 1 train to 135th Street. Walk east toward Convent Ave & 135th St. Or the A or D train to 145th Street and walk back three blocks. Meet at Shepherd Hall.	Manhattan
4. CUNY - Hunter College	8am - 3:30pm	Take the 6 train to 68th Street. Meet in basement or room 735 of North Building.	Manhattan
5. CUNY - John Jay College	8am - 3:30pm	Take 1, A or C train to 59th Street (Columbus Circle). Walk west on 59th Street to John Jay, meet in basement of North Hall.	Manhattan
6. CUNY - Lehman College	8am - 3:30pm	Take the 4 or D train to Bedford Park Boulevard to locker room in old gym.	Bronx
7. CUNY - NYC Tech	7am - 2:30pm	Take the 2,3,4,5,A,C or F to Borough Hall. Walk west to 300 Jay Street, NG05.	Manhattan
8. CUNY - Queens College	8am - 3:30pm	Take the E to Jamaica Center or 7 train to Flushing/Main Street. Transfer to Q25/34 bus to Kissena Blvd and Main Gate.	Queens
9. CUNY - York College	7am - 2:30pm	Take the E to Jamaica Center. Walk along Liberty Ave to 160 St. Go to Buildings & Grounds.	Queens

4 CEO Boots, Passport, & ID must be worn on all worksites.

JC Initial: _____ Date: _____

JD Initial: _____ Date: _____

Cooperation with Co-workers				
CC1: Developed productive work relationships that are respectful, trustworthy, and honest				
Low		Meets Standards		High
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CC2: Managed conflicts non-violently and listened to the opinions of others				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CC3: Promoted teamwork by accepting assigned role and by helping others to complete tasks				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Personal Presentation				
PP1: Dressed professionally, spoke respectfully, and acted responsibly				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
PP2: Remained focused on the needs of CEO's customers				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
PP3: Sustained a positive attitude and expressed a desire to succeed individually and collectively				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
SUPERVISOR COMMENTS:				
JOB START READY: Yes <input type="checkbox"/> No <input type="checkbox"/>				
JC/JD COMMENTS:				

Date: _____ Site: _____

Site Supervisor: _____

Cooperation with Supervisor(s)				
CS1: Listened actively, followed instructions, & kept Supervisor(s) informed of work progress				
Low		Meets Standards		High
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CS2: Asked questions to understand job tasks completely				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CS3: Sought and acted on job performance feedback				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Effort at Work				
EW1: Understood work priorities and completed assigned tasks in the allotted time period				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW2: Completed work independently				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW3: Developed skills on the job – proactively - and learned from successes and failures to maximize productivity				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
On Time				
OT1: Arrived on time for the start of the work day				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT2: Arrived on time from break				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT3: Arrived on time from lunch/dinner				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		

Name	Time	Directions	Borough
10. CUNY - Staten Island College	7:30am - 3pm	Take the 2,3,4,5,A,C or F to Borough Hall. Meet at the bank behind 360 Adams (corner of Court & Montague) OR take the 1 to South Ferry. Take Staten Island Ferry to St. George Terminal and take S-62 bus to college. Go to Buildings and Grounds.	Staten Island
11. DCAS 125 Worth Street	7am - 3pm	4,5,6,R, W to City Hall/Brooklyn Bridge	Manhattan
12. DCAS 2 Lafayette Street	8am - 4pm	4,5,6,R, W to City Hall/Brooklyn Bridge	Manhattan
13. DCAS 253 Broadway	8am - 4pm	4,5,6,R, W to City Hall/Brooklyn Bridge	Manhattan
14. DCAS 280 Broadway	8am - 4pm	4,5,6,R, W to City Hall/Brooklyn Bridge	Manhattan
15. DCAS 49-51 Chambers	8am - 4pm	4,5,6,R, W to City Hall/Brooklyn Bridge	Manhattan
16. DOT Bronx	7am - 3pm	Take the D train to Fordham Road. Meet on corner of 193rd and Webster	Bronx
17. DOT Queens (Bronx Hub)	7am - 3pm	Take the D train to Fordham Road. Meet on corner of 193rd and Webster	Queens
18. DOT Staten Island (Brooklyn Hub)	7am - 3pm	2,3,4,5,A,C, or F train to Borough Hall. Meet by bank behind 360 Adams (corner of Court & Montague). OR meet at Highland Blvd & Bay St. (51 Bus) at 7:30 a.m.	Staten Island
19. HPD Sites	8am - 4pm	Must call Data department at 2pm for site & directions.	
24. NYCHA Sites	8am - 4pm	Must call Data department at 2pm for site & directions.	
22. OMR 2500 Waterbury St.	7:55am-4pm	6 train to Westchester Sq. Walk to Commerce Ave, turn left, walk to Waterbury	Bronx
23. OMR 75 Morton St.	7:55am-4pm	1 to Houston St. Walk West to Hudson. Left on Morton St.	Manhattan
Evening Shifts			
Name	Time	Directions	Borough
25. DCAS 60 Centre Street	3:30-10:30pm	4,5,6,R, W to City Hall/Brooklyn Bridge	Manhattan
26. DCAS 100 Centre St	3:30-10:30pm	4,5,6,R, W to City Hall/Brooklyn Bridge	Manhattan
27. DCAS 120 Schermerhorn Street	4pm-11pm	2,3,4,5,A train to Borough Hall. Walk east to 120 Schermerhorn. From main entrance, go to basement room V4.	Brooklyn
28. DCAS 153-13 Jamaica Ave	3:30-10:30pm	Take F,J,E train to Parsons Boulevard.	Queens
29. DCAS 215 E. 161st St	3:30-10:30pm	Take 4 or D train to 161st Street.	Manhattan
30. DCAS 360 Adams St	3:30-10:30pm	Take the 2,3,4,5,A,C or F to Borough Hall.	Brooklyn
31. DCAS 851 Grand Concourse	3:30-10:30pm	4 or D to 161st St. & Grand Concourse. Enter via rear entrance 850 Walton Ave.	Bronx
32. DCAS 88-11 Sutphin Blvd.	3:30-10:30pm	Take F train to Sutphin Boulevard.	Queens
33. DCAS Staten Island 130 Stuyvesant	3:30-10:30pm	Take 1 to South Ferry or N or R to Whitehall. Take ferry to St. George terminal. OR meet the Manhattan Hub van at the Greenwich St. Garage at 2:30 pm	Staten Island

Date: _____ Class: _____
 Instructor: _____

Cooperation with Instructor(s)				
CS1: Listened actively, followed instructions, & kept Instructor(s) informed of work progress				
Low		Meets Standards		High
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CS2: Asked questions to understand tasks completely				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CS3: Sought and acted on performance feedback				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Effort in Class				
EW1: Understood priorities and completed assigned tasks in the allotted time period				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW2: Completed work independently				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW3: Developed skills in class – proactively - and learned from successes and failures to maximize productivity				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
On Time				
OT1: Arrived on time for the start of the class				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT2: Arrived on time from break				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT3: Arrived on time from lunch				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		

JC Initial: _____ Date: _____
 JD Initial: _____ Date: _____

Cooperation with Co-workers				
CC1: Developed productive work relationships that are respectful, trustworthy, and honest				
Low		Meets Standards		High
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CC2: Managed conflicts non-violently and listened to the opinions of others				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CC3: Promoted teamwork by accepting assigned role and by helping others to complete tasks				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Personal Presentation				
PP1: Dressed professionally, spoke respectfully, and acted responsibly				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
PP2: Remained focused on the needs of CEO's customers				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
PP3: Sustained a positive attitude and expressed a desire to succeed individually and collectively				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
SUPERVISOR COMMENTS:				
JOB START READY: Yes <input type="checkbox"/> No <input type="checkbox"/>				
JC/JD COMMENTS:				

Date: _____ Site: _____
 Site Supervisor: _____

Cooperation with Supervisor(s)				
CS1: Listened actively, followed instructions, & kept Supervisor(s) informed of work progress				
Low		Meets Standards		High
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CS2: Asked questions to understand job tasks completely				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CS3: Sought and acted on job performance feedback				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Effort at Work				
EW1: Understood work priorities and completed assigned tasks in the allotted time period				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW2: Completed work independently				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW3: Developed skills on the job – proactively - and learned from successes and failures to maximize productivity				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
On Time				
OT1: Arrived on time for the start of the work day				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT2: Arrived on time from break				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT3: Arrived on time from lunch/dinner				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		

JC Initial: _____ Date: _____
 JD Initial: _____ Date: _____

Cooperation with Classmates				
CC1: Developed productive relationships that are respectful, trustworthy, and honest				
Low		Meets Standards		High
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CC2: Managed conflicts non-violently and listened to the opinions of others				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CC3: Promoted teamwork by accepting assigned role and by helping others to complete tasks				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Personal Presentation				
PP1: Dressed professionally, spoke respectfully, and acted responsibly				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
PP2: Remained focused on classwork				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
PP3: Sustained a positive attitude and expressed a desire to succeed individually and collectively				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
SUPERVISOR COMMENTS:				
JOB START READY: Yes <input type="checkbox"/> No <input type="checkbox"/>				
JC/JD COMMENTS:				

Date: _____ Site: _____
 Site Supervisor: _____

Cooperation with Supervisor(s)				
CS1: Listened actively, followed instructions, & kept Supervisor(s) informed of work progress				
Low		Meets Standards		High
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CS2: Asked questions to understand job tasks completely				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CS3: Sought and acted on job performance feedback				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Effort at Work				
EW1: Understood work priorities and completed assigned tasks in the allotted time period				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW2: Completed work independently				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW3: Developed skills on the job – proactively - and learned from successes and failures to maximize productivity				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
On Time				
OT1: Arrived on time for the start of the work day				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT2: Arrived on time from break				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT3: Arrived on time from lunch/dinner				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		

JC Initial: _____ Date: _____
 JD Initial: _____ Date: _____

Cooperation with Co-workers				
CC1: Developed productive work relationships that are respectful, trustworthy, and honest				
Low		Meets Standards		High
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CC2: Managed conflicts non-violently and listened to the opinions of others				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CC3: Promoted teamwork by accepting assigned role and by helping others to complete tasks				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Personal Presentation				
PP1: Dressed professionally, spoke respectfully, and acted responsibly				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
PP2: Remained focused on the needs of CEO's customers				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
PP3: Sustained a positive attitude and expressed a desire to succeed individually and collectively				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
SUPERVISOR COMMENTS:				
JOB START READY: Yes <input type="checkbox"/> No <input type="checkbox"/>				
JC/JD COMMENTS:				

Date: _____ Site: _____
 Site Supervisor: _____

Cooperation with Supervisor(s)				
CS1: Listened actively, followed instructions, & kept Supervisor(s) informed of work progress				
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Effort at Work				
EW1: Understood work priorities and completed assigned tasks in the allotted time period				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW2: Completed work independently				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW3: Developed skills on the job – proactively - and learned from successes and failures to maximize productivity				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
On Time				
OT1: Arrived on time for the start of the work day				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT2: Arrived on time from break				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT3: Arrived on time from lunch/dinner				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		

JC Initial: _____ Date: _____
 JD Initial: _____ Date: _____

Cooperation with Co-workers				
CC1: Developed productive work relationships that are respectful, trustworthy, and honest				
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SUPERVISOR COMMENTS:				
JOB START READY: Yes <input type="checkbox"/> No <input type="checkbox"/>				
JC/JD COMMENTS:				

Date: _____ Site: _____
 Site Supervisor: _____

Cooperation with Supervisor(s)				
CS1: Listened actively, followed instructions, & kept Supervisor(s) informed of work progress				
Low		Meets Standards		High
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CS2: Asked questions to understand job tasks completely				
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CS3: Sought and acted on job performance feedback				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Effort at Work				
EW1: Understood work priorities and completed assigned tasks in the allotted time period				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW2: Completed work independently				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW3: Developed skills on the job – proactively - and learned from successes and failures to maximize productivity				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
On Time				
OT1: Arrived on time for the start of the work day				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT2: Arrived on time from break				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT3: Arrived on time from lunch/dinner				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		

JC Initial: _____ Date: _____
 JD Initial: _____ Date: _____

Cooperation with Co-workers				
CC1: Developed productive work relationships that are respectful, trustworthy, and honest				
Low		Meets Standards		High
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CC2: Managed conflicts non-violently and listened to the opinions of others				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CC3: Promoted teamwork by accepting assigned role and by helping others to complete tasks				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Personal Presentation				
PP1: Dressed professionally, spoke respectfully, and acted responsibly				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
PP2: Remained focused on the needs of CEO's customers				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
PP3: Sustained a positive attitude and expressed a desire to succeed individually and collectively				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
SUPERVISOR COMMENTS:				
JOB START READY: Yes <input type="checkbox"/> No <input type="checkbox"/>				
JC/JD COMMENTS:				

Date: _____ Site: _____
 Site Supervisor: _____

Cooperation with Supervisor(s)				
CS1: Listened actively, followed instructions, & kept Supervisor(s) informed of work progress				
Low		Meets Standards		High
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CS2: Asked questions to understand job tasks completely				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CS3: Sought and acted on job performance feedback				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Effort at Work				
EW1: Understood work priorities and completed assigned tasks in the allotted time period				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW2: Completed work independently				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW3: Developed skills on the job – proactively - and learned from successes and failures to maximize productivity				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
On Time				
OT1: Arrived on time for the start of the work day				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT2: Arrived on time from break				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT3: Arrived on time from lunch/dinner				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		

JC Initial: _____ Date: _____
 JD Initial: _____ Date: _____

Cooperation with Co-workers				
CC1: Developed productive work relationships that are respectful, trustworthy, and honest				
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CC3: Promoted teamwork by accepting assigned role and by helping others to complete tasks				
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Personal Presentation				
PP1: Dressed professionally, spoke respectfully, and acted responsibly				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
PP2: Remained focused on the needs of CEO's customers				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
PP3: Sustained a positive attitude and expressed a desire to succeed individually and collectively				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
SUPERVISOR COMMENTS:				
JOB START READY: Yes <input type="checkbox"/> No <input type="checkbox"/>				
JC/JD COMMENTS:				

Date: _____ Site: _____
 Site Supervisor: _____

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EW2: Completed work independently				
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EW3: Developed skills on the job – proactively - and learned from successes and failures to maximize productivity				
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On Time				
OT1: Arrived on time for the start of the work day				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT2: Arrived on time from break				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT3: Arrived on time from lunch/dinner				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		

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Cooperation with Co-workers				
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PP3: Sustained a positive attitude and expressed a desire to succeed individually and collectively				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
SUPERVISOR COMMENTS:				
JOB START READY: Yes <input type="checkbox"/> No <input type="checkbox"/>				
JC/JD COMMENTS:				

Date: _____ Site: _____
 Site Supervisor: _____

Cooperation with Supervisor(s)				
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1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Effort at Work				
EW1: Understood work priorities and completed assigned tasks in the allotted time period				
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EW2: Completed work independently				
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On Time				
OT1: Arrived on time for the start of the work day				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT2: Arrived on time from break				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT3: Arrived on time from lunch/dinner				
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 JD Initial: _____ Date: _____

Cooperation with Co-workers				
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PP3: Sustained a positive attitude and expressed a desire to succeed individually and collectively				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
SUPERVISOR COMMENTS:				
JOB START READY: Yes <input type="checkbox"/> No <input type="checkbox"/>				
JC/JD COMMENTS:				

Date: _____ Site: _____
 Site Supervisor: _____

Cooperation with Supervisor(s)				
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1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Effort at Work				
EW1: Understood work priorities and completed assigned tasks in the allotted time period				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW2: Completed work independently				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW3: Developed skills on the job – proactively - and learned from successes and failures to maximize productivity				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
On Time				
OT1: Arrived on time for the start of the work day				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT2: Arrived on time from break				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
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JC Initial: _____ Date: _____
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Cooperation with Co-workers				
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CC3: Promoted teamwork by accepting assigned role and by helping others to complete tasks				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Personal Presentation				
PP1: Dressed professionally, spoke respectfully, and acted responsibly				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
PP2: Remained focused on the needs of CEO's customers				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
PP3: Sustained a positive attitude and expressed a desire to succeed individually and collectively				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
SUPERVISOR COMMENTS:				
JOB START READY: Yes <input type="checkbox"/> No <input type="checkbox"/>				
JC/JD COMMENTS:				

Date: _____ Site: _____
 Site Supervisor: _____

Cooperation with Supervisor(s)				
CS1: Listened actively, followed instructions, & kept Supervisor(s) informed of work progress				
Low		Meets Standards		High
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
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1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
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1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Effort at Work				
EW1: Understood work priorities and completed assigned tasks in the allotted time period				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW2: Completed work independently				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW3: Developed skills on the job – proactively - and learned from successes and failures to maximize productivity				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
On Time				
OT1: Arrived on time for the start of the work day				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT2: Arrived on time from break				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT3: Arrived on time from lunch/dinner				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		

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JC Initial: _____ Date: _____
 JD Initial: _____ Date: _____

Cooperation with Co-workers				
CC1: Developed productive work relationships that are respectful, trustworthy, and honest				
Low		Meets Standards		High
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CC2: Managed conflicts non-violently and listened to the opinions of others				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CC3: Promoted teamwork by accepting assigned role and by helping others to complete tasks				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Personal Presentation				
PP1: Dressed professionally, spoke respectfully, and acted responsibly				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
PP2: Remained focused on the needs of CEO's customers				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
PP3: Sustained a positive attitude and expressed a desire to succeed individually and collectively				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
SUPERVISOR COMMENTS:				
JOB START READY: Yes <input type="checkbox"/> No <input type="checkbox"/>				
JC/JD COMMENTS:				

15

Date: _____ Site: _____
 Site Supervisor: _____

Cooperation with Supervisor(s)				
CS1: Listened actively, followed instructions, & kept Supervisor(s) informed of work progress				
Low		Meets Standards		High
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CS2: Asked questions to understand job tasks completely				
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1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Effort at Work				
EW1: Understood work priorities and completed assigned tasks in the allotted time period				
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JC Initial: _____ Date: _____
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SUPERVISOR COMMENTS:				
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Date: _____ Site: _____
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Personal Presentation				
PP1: Dressed professionally, spoke respectfully, and acted responsibly				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
PP2: Remained focused on the needs of CEO's customers				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
PP3: Sustained a positive attitude and expressed a desire to succeed individually and collectively				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
SUPERVISOR COMMENTS:				
JOB START READY: Yes <input type="checkbox"/> No <input type="checkbox"/>				
JC/JD COMMENTS:				

Date: _____ Site: _____
 Site Supervisor: _____

Cooperation with Supervisor(s)				
CS1: Listened actively, followed instructions, & kept Supervisor(s) informed of work progress				
Low		Meets Standards		High
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CS2: Asked questions to understand job tasks completely				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CS3: Sought and acted on job performance feedback				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Effort at Work				
EW1: Understood work priorities and completed assigned tasks in the allotted time period				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW2: Completed work independently				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW3: Developed skills on the job – proactively - and learned from successes and failures to maximize productivity				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
On Time				
OT1: Arrived on time for the start of the work day				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT2: Arrived on time from break				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT3: Arrived on time from lunch/dinner				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		

JC Initial: _____ Date: _____
 JD Initial: _____ Date: _____

Cooperation with Co-workers				
CC1: Developed productive work relationships that are respectful, trustworthy, and honest				
Low		Meets Standards		High
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CC2: Managed conflicts non-violently and listened to the opinions of others				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CC3: Promoted teamwork by accepting assigned role and by helping others to complete tasks				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Personal Presentation				
PP1: Dressed professionally, spoke respectfully, and acted responsibly				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
PP2: Remained focused on the needs of CEO's customers				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
PP3: Sustained a positive attitude and expressed a desire to succeed individually and collectively				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
SUPERVISOR COMMENTS:				
JOB START READY: Yes <input type="checkbox"/> No <input type="checkbox"/>				
JC/JD COMMENTS:				

Date: _____ Site: _____
 Site Supervisor: _____

Cooperation with Supervisor(s)				
CS1: Listened actively, followed instructions, & kept Supervisor(s) informed of work progress				
Low		Meets Standards		High
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CS2: Asked questions to understand job tasks completely				
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CS3: Sought and acted on job performance feedback				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Effort at Work				
EW1: Understood work priorities and completed assigned tasks in the allotted time period				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW2: Completed work independently				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW3: Developed skills on the job – proactively - and learned from successes and failures to maximize productivity				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
On Time				
OT1: Arrived on time for the start of the work day				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT2: Arrived on time from break				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT3: Arrived on time from lunch/dinner				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		

JC Initial: _____ Date: _____
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SUPERVISOR COMMENTS:				
JOB START READY: Yes <input type="checkbox"/> No <input type="checkbox"/>				
JC/JD COMMENTS:				

Date: _____ Site: _____
 Site Supervisor: _____

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Effort at Work				
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On Time				
OT1: Arrived on time for the start of the work day				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT2: Arrived on time from break				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
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SUPERVISOR COMMENTS:				
JOB START READY: Yes <input type="checkbox"/> No <input type="checkbox"/>				
JC/JD COMMENTS:				

Date: _____ Site: _____
 Site Supervisor: _____

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OT2: Arrived on time from break				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
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JC Initial: _____ Date: _____
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SUPERVISOR COMMENTS:				
JOB START READY: Yes <input type="checkbox"/> No <input type="checkbox"/>				
JC/JD COMMENTS:				

Date: _____ Site: _____
 Site Supervisor: _____

Cooperation with Supervisor(s)				
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CS3: Sought and acted on job performance feedback				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Effort at Work				
EW1: Understood work priorities and completed assigned tasks in the allotted time period				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW2: Completed work independently				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW3: Developed skills on the job – proactively - and learned from successes and failures to maximize productivity				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
On Time				
OT1: Arrived on time for the start of the work day				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT2: Arrived on time from break				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
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JC Initial: _____ Date: _____
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Cooperation with Co-workers				
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1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Personal Presentation				
PP1: Dressed professionally, spoke respectfully, and acted responsibly				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
PP2: Remained focused on the needs of CEO's customers				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
PP3: Sustained a positive attitude and expressed a desire to succeed individually and collectively				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
SUPERVISOR COMMENTS:				
JOB START READY: Yes <input type="checkbox"/> No <input type="checkbox"/>				
JC/JD COMMENTS:				

Date: _____ Site: _____
 Site Supervisor: _____

Cooperation with Supervisor(s)				
CS1: Listened actively, followed instructions, & kept Supervisor(s) informed of work progress				
Low		Meets Standards		High
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CS2: Asked questions to understand job tasks completely				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CS3: Sought and acted on job performance feedback				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Effort at Work				
EW1: Understood work priorities and completed assigned tasks in the allotted time period				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW2: Completed work independently				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW3: Developed skills on the job – proactively - and learned from successes and failures to maximize productivity				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
On Time				
OT1: Arrived on time for the start of the work day				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT2: Arrived on time from break				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT3: Arrived on time from lunch/dinner				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		

24

JC Initial: _____ Date: _____
 JD Initial: _____ Date: _____

Cooperation with Co-workers				
CC1: Developed productive work relationships that are respectful, trustworthy, and honest				
Low		Meets Standards		High
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CC2: Managed conflicts non-violently and listened to the opinions of others				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CC3: Promoted teamwork by accepting assigned role and by helping others to complete tasks				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Personal Presentation				
PP1: Dressed professionally, spoke respectfully, and acted responsibly				
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1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
PP3: Sustained a positive attitude and expressed a desire to succeed individually and collectively				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
SUPERVISOR COMMENTS:				
JOB START READY: Yes <input type="checkbox"/> No <input type="checkbox"/>				
JC/JD COMMENTS:				

45

Date: _____ Site: _____
 Site Supervisor: _____

Cooperation with Supervisor(s)				
CS1: Listened actively, followed instructions, & kept Supervisor(s) informed of work progress				
Low		Meets Standards		High
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CS2: Asked questions to understand job tasks completely				
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Effort at Work				
EW1: Understood work priorities and completed assigned tasks in the allotted time period				
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1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW3: Developed skills on the job – proactively - and learned from successes and failures to maximize productivity				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
On Time				
OT1: Arrived on time for the start of the work day				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT2: Arrived on time from break				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT3: Arrived on time from lunch/dinner				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		

JC Initial: _____ Date: _____
 JD Initial: _____ Date: _____

Cooperation with Co-workers				
CC1: Developed productive work relationships that are respectful, trustworthy, and honest				
Low		Meets Standards		High
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CC2: Managed conflicts non-violently and listened to the opinions of others				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CC3: Promoted teamwork by accepting assigned role and by helping others to complete tasks				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Personal Presentation				
PP1: Dressed professionally, spoke respectfully, and acted responsibly				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
PP2: Remained focused on the needs of CEO's customers				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
PP3: Sustained a positive attitude and expressed a desire to succeed individually and collectively				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
SUPERVISOR COMMENTS:				
JOB START READY: Yes <input type="checkbox"/> No <input type="checkbox"/>				
JC/JD COMMENTS:				

Date: _____ Site: _____
 Site Supervisor: _____

Cooperation with Supervisor(s)				
CS1: Listened actively, followed instructions, & kept Supervisor(s) informed of work progress				
Low		Meets Standards		High
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CS2: Asked questions to understand job tasks completely				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CS3: Sought and acted on job performance feedback				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Effort at Work				
EW1: Understood work priorities and completed assigned tasks in the allotted time period				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW2: Completed work independently				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW3: Developed skills on the job – proactively - and learned from successes and failures to maximize productivity				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
On Time				
OT1: Arrived on time for the start of the work day				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT2: Arrived on time from break				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT3: Arrived on time from lunch/dinner				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		

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JC Initial: _____ Date: _____
 JD Initial: _____ Date: _____

Cooperation with Co-workers				
CC1: Developed productive work relationships that are respectful, trustworthy, and honest				
Low		Meets Standards		High
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CC2: Managed conflicts non-violently and listened to the opinions of others				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CC3: Promoted teamwork by accepting assigned role and by helping others to complete tasks				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Personal Presentation				
PP1: Dressed professionally, spoke respectfully, and acted responsibly				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
PP2: Remained focused on the needs of CEO's customers				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
PP3: Sustained a positive attitude and expressed a desire to succeed individually and collectively				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
SUPERVISOR COMMENTS:				
JOB START READY: Yes <input type="checkbox"/> No <input type="checkbox"/>				
JC/JD COMMENTS:				

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Date: _____ Site: _____
 Site Supervisor: _____

Cooperation with Supervisor(s)				
CS1: Listened actively, followed instructions, & kept Supervisor(s) informed of work progress				
Low		Meets Standards		High
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CS2: Asked questions to understand job tasks completely				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CS3: Sought and acted on job performance feedback				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Effort at Work				
EW1: Understood work priorities and completed assigned tasks in the allotted time period				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW2: Completed work independently				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW3: Developed skills on the job – proactively - and learned from successes and failures to maximize productivity				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
On Time				
OT1: Arrived on time for the start of the work day				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT2: Arrived on time from break				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT3: Arrived on time from lunch/dinner				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		

JC Initial: _____ Date: _____
 JD Initial: _____ Date: _____

Cooperation with Co-workers				
CC1: Developed productive work relationships that are respectful, trustworthy, and honest				
Low		Meets Standards		High
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CC2: Managed conflicts non-violently and listened to the opinions of others				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CC3: Promoted teamwork by accepting assigned role and by helping others to complete tasks				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Personal Presentation				
PP1: Dressed professionally, spoke respectfully, and acted responsibly				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
PP2: Remained focused on the needs of CEO's customers				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
PP3: Sustained a positive attitude and expressed a desire to succeed individually and collectively				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
SUPERVISOR COMMENTS:				
JOB START READY: Yes <input type="checkbox"/> No <input type="checkbox"/>				
JC/JD COMMENTS:				

Date: _____ Site: _____
 Site Supervisor: _____

Cooperation with Supervisor(s)				
CS1: Listened actively, followed instructions, & kept Supervisor(s) informed of work progress				
Low		Meets Standards		High
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CS2: Asked questions to understand job tasks completely				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CS3: Sought and acted on job performance feedback				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Effort at Work				
EW1: Understood work priorities and completed assigned tasks in the allotted time period				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW2: Completed work independently				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW3: Developed skills on the job – proactively - and learned from successes and failures to maximize productivity				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
On Time				
OT1: Arrived on time for the start of the work day				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT2: Arrived on time from break				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT3: Arrived on time from lunch/dinner				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		

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JC Initial: _____ Date: _____
 JD Initial: _____ Date: _____

Cooperation with Co-workers				
CC1: Developed productive work relationships that are respectful, trustworthy, and honest				
Low		Meets Standards		High
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CC2: Managed conflicts non-violently and listened to the opinions of others				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CC3: Promoted teamwork by accepting assigned role and by helping others to complete tasks				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Personal Presentation				
PP1: Dressed professionally, spoke respectfully, and acted responsibly				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
PP2: Remained focused on the needs of CEO's customers				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
PP3: Sustained a positive attitude and expressed a desire to succeed individually and collectively				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
SUPERVISOR COMMENTS:				
JOB START READY: Yes <input type="checkbox"/> No <input type="checkbox"/>				
JC/JD COMMENTS:				

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Date: _____ Site: _____
 Site Supervisor: _____

Cooperation with Supervisor(s)				
CS1: Listened actively, followed instructions, & kept Supervisor(s) informed of work progress				
Low		Meets Standards		High
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CS2: Asked questions to understand job tasks completely				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CS3: Sought and acted on job performance feedback				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Effort at Work				
EW1: Understood work priorities and completed assigned tasks in the allotted time period				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW2: Completed work independently				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW3: Developed skills on the job – proactively - and learned from successes and failures to maximize productivity				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
On Time				
OT1: Arrived on time for the start of the work day				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT2: Arrived on time from break				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT3: Arrived on time from lunch/dinner				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		

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JC Initial: _____ Date: _____
 JD Initial: _____ Date: _____

Cooperation with Co-workers				
CC1: Developed productive work relationships that are respectful, trustworthy, and honest				
Low		Meets Standards		High
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CC2: Managed conflicts non-violently and listened to the opinions of others				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CC3: Promoted teamwork by accepting assigned role and by helping others to complete tasks				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Personal Presentation				
PP1: Dressed professionally, spoke respectfully, and acted responsibly				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
PP2: Remained focused on the needs of CEO's customers				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
PP3: Sustained a positive attitude and expressed a desire to succeed individually and collectively				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
SUPERVISOR COMMENTS:				
JOB START READY: Yes <input type="checkbox"/> No <input type="checkbox"/>				
JC/JD COMMENTS:				

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Date: _____ Site: _____
 Site Supervisor: _____

Cooperation with Supervisor(s)				
CS1: Listened actively, followed instructions, & kept Supervisor(s) informed of work progress				
Low		Meets Standards		High
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CS2: Asked questions to understand job tasks completely				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CS3: Sought and acted on job performance feedback				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Effort at Work				
EW1: Understood work priorities and completed assigned tasks in the allotted time period				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW2: Completed work independently				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW3: Developed skills on the job – proactively - and learned from successes and failures to maximize productivity				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
On Time				
OT1: Arrived on time for the start of the work day				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT2: Arrived on time from break				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT3: Arrived on time from lunch/dinner				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		

32

JC Initial: _____ Date: _____
 JD Initial: _____ Date: _____

Cooperation with Co-workers				
CC1: Developed productive work relationships that are respectful, trustworthy, and honest				
Low		Meets Standards		High
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CC2: Managed conflicts non-violently and listened to the opinions of others				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CC3: Promoted teamwork by accepting assigned role and by helping others to complete tasks				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Personal Presentation				
PP1: Dressed professionally, spoke respectfully, and acted responsibly				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
PP2: Remained focused on the needs of CEO's customers				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
PP3: Sustained a positive attitude and expressed a desire to succeed individually and collectively				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
SUPERVISOR COMMENTS:				
JOB START READY: Yes <input type="checkbox"/> No <input type="checkbox"/>				
JC/JD COMMENTS:				

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Date: _____ Site: _____
 Site Supervisor: _____

Cooperation with Supervisor(s)				
CS1: Listened actively, followed instructions, & kept Supervisor(s) informed of work progress				
Low		Meets Standards		High
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CS2: Asked questions to understand job tasks completely				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CS3: Sought and acted on job performance feedback				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Effort at Work				
EW1: Understood work priorities and completed assigned tasks in the allotted time period				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW2: Completed work independently				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW3: Developed skills on the job – proactively - and learned from successes and failures to maximize productivity				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
On Time				
OT1: Arrived on time for the start of the work day				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT2: Arrived on time from break				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT3: Arrived on time from lunch/dinner				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		

JC Initial: _____ Date: _____
 JD Initial: _____ Date: _____

Cooperation with Co-workers				
CC1: Developed productive work relationships that are respectful, trustworthy, and honest				
Low		Meets Standards		High
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CC2: Managed conflicts non-violently and listened to the opinions of others				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CC3: Promoted teamwork by accepting assigned role and by helping others to complete tasks				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Personal Presentation				
PP1: Dressed professionally, spoke respectfully, and acted responsibly				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
PP2: Remained focused on the needs of CEO's customers				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
PP3: Sustained a positive attitude and expressed a desire to succeed individually and collectively				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
SUPERVISOR COMMENTS:				
JOB START READY: Yes <input type="checkbox"/> No <input type="checkbox"/>				
JC/JD COMMENTS:				

Date: _____ Site: _____
 Site Supervisor: _____

Cooperation with Supervisor(s)				
CS1: Listened actively, followed instructions, & kept Supervisor(s) informed of work progress				
Low		Meets Standards		High
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CS2: Asked questions to understand job tasks completely				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CS3: Sought and acted on job performance feedback				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Effort at Work				
EW1: Understood work priorities and completed assigned tasks in the allotted time period				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW2: Completed work independently				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW3: Developed skills on the job – proactively - and learned from successes and failures to maximize productivity				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
On Time				
OT1: Arrived on time for the start of the work day				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT2: Arrived on time from break				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT3: Arrived on time from lunch/dinner				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		

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JC Initial: _____ Date: _____
 JD Initial: _____ Date: _____

Cooperation with Co-workers				
CC1: Developed productive work relationships that are respectful, trustworthy, and honest				
Low		Meets Standards		High
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CC2: Managed conflicts non-violently and listened to the opinions of others				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CC3: Promoted teamwork by accepting assigned role and by helping others to complete tasks				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Personal Presentation				
PP1: Dressed professionally, spoke respectfully, and acted responsibly				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
PP2: Remained focused on the needs of CEO's customers				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
PP3: Sustained a positive attitude and expressed a desire to succeed individually and collectively				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
SUPERVISOR COMMENTS:				
JOB START READY: Yes <input type="checkbox"/> No <input type="checkbox"/>				
JC/JD COMMENTS:				

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