


Participant's Name:

YES Team Member Name:

Assessments may be conducted on a single date or occur on multiple dates over a period of time.

Write date of assessment in the box that most accurately describes the participant at that point in time.

EXAMPLE: Demonstrates personal character	2/15/04	11/15/03	
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 Youth Employability Skills	Exemplary (Exceeds Requirements)	Acceptable (Must Have)	Developing (Has Potential)	Deficient (Counterproductive OR Not Engaged)	N/A (Not Applicable)
<b>1-Productive Attitude &amp; Personal Qualities</b>					
Demonstrates personal character (For example: honesty, ethics, integrity)					
Uses time efficiently without sacrificing quality					
Works safely					
Shows courtesy and respect (tact)					
Is willing to learn					
<b>2-People Skills</b>					
Contributes as a team member <ul style="list-style-type: none"> <li>Values others' input</li> <li>Accepts feedback</li> </ul>					
Builds constructive and effective relationships (customers, subordinates, supervisors, peers)					
<b>3-Punctuality &amp; Attendance</b>					
Arrives at work site/station on time					
Is prepared for the work day					
Observes company policy regarding scheduled and unanticipated absences					
<b>4-Critical Thinking &amp; Problem Solving</b>					
Identifies the problem, reviews cause & effect, selects best solution within system					
Utilizes logic, research, innovation, future visioning and creativity.					
<b>5-Time and Resource Allocation</b>					
Dependable in work assignments					
Meets deadlines					
<b>6-Business Basics</b>					
Understands employers organization and mission					
Supports employer's standards					
Responds to customer's expectations					
Appropriately dressed and groomed					
Understands business concepts (P/L, ROI)					
<b>7-Information &amp; Analysis, Technology &amp; Communication</b>					
Demonstrates communication skills necessary to accomplish work					
Collects and interprets relevant information accurately					
Appropriately uses workplace technology					
Comments (you may use the back of the sheet for additional comments):					