# Job Duties—How I Did Worksheet

**Name ___________________________**  
**Date ___________**  
**Site ________________**

**Write the job duties you performed at your job site.**

<table>
<thead>
<tr>
<th>Job Duties</th>
<th>How I Did</th>
<th>Supervisor Thinks</th>
<th>Matches</th>
</tr>
</thead>
</table>
| Job Duty #1 | SPEED  | very good 3  
needs improvement 1  
OK 2 | SPEED  | very good 3  
needs improvement 1  
OK 2 | YES NO |
|            | INDEPENDENT | very good 3  
needs improvement 1  
OK 2 | INDEPENDENT | very good 3  
needs improvement 1  
OK 2 | YES NO |
|            | ACCURATE  | very good 3  
needs improvement 1  
OK 2 | ACCURATE  | very good 3  
needs improvement 1  
OK 2 | YES NO |
| Job Duty #2 | SPEED  | very good 3  
needs improvement 1  
OK 2 | SPEED  | very good 3  
needs improvement 1  
OK 2 | YES NO |
|            | INDEPENDENT | very good 3  
needs improvement 1  
OK 2 | INDEPENDENT | very good 3  
needs improvement 1  
OK 2 | YES NO |
|            | ACCURATE  | very good 3  
needs improvement 1  
OK 2 | ACCURATE  | very good 3  
needs improvement 1  
OK 2 | YES NO |
| Job Duty #3 | SPEED  | very good 3  
needs improvement 1  
OK 2 | SPEED  | very good 3  
needs improvement 1  
OK 2 | YES NO |
|            | INDEPENDENT | very good 3  
needs improvement 1  
OK 2 | INDEPENDENT | very good 3  
needs improvement 1  
OK 2 | YES NO |
|            | ACCURATE  | very good 3  
needs improvement 1  
OK 2 | ACCURATE  | very good 3  
needs improvement 1  
OK 2 | YES NO |
| Job Duty #4 | SPEED  | very good 3  
needs improvement 1  
OK 2 | SPEED  | very good 3  
needs improvement 1  
OK 2 | YES NO |
|            | INDEPENDENT | very good 3  
needs improvement 1  
OK 2 | INDEPENDENT | very good 3  
needs improvement 1  
OK 2 | YES NO |
|            | ACCURATE  | very good 3  
needs improvement 1  
OK 2 | ACCURATE  | very good 3  
needs improvement 1  
OK 2 | YES NO |
Directions:

- From the “Supervisor Thinks” column, count the number of positive responses and put that number on line (a). A positive response is any score of 2 or 3.
- Count the total number of possible positive responses and put that number on line (b).
- Enter (a) into your calculator.
- Push the “÷” button.
- Enter (b) into your calculator.
- Push the “=” button.
- Push the “x” button, enter “100.”
- Push the “=” button. This is your percentage of positives.
- Place your percentage in the shaded oval marked (c).

\[
\text{Number of positives} \quad (a) \quad \div \\
\text{Number of responses} \quad (b) \quad = \\
\times 100 = \text{Positives} \quad (c) \quad %
\]

Draw a vertical line where your percentage of “positives” falls on the scale. Shade from 0% to your percentage.

### Matches

Directions:

- From the “Matches” column, count the number of YESes and put that number on line (a).
- Count the total number of possible YES responses and put that number on line (b).
- Enter (a) into your calculator.
- Push the “÷” button.
- Enter (b) into your calculator.
- Push the “=” button.
- Push the “x” button, enter “100.”
- Push the “=” button. This is your percentage of matches.
- Place your percentage in the shaded oval marked (c).

\[
\text{Number of matches} \quad (a) \quad \div \\
\text{Number of responses} \quad (b) \quad = \\
\times 100 = \text{Positives} \quad (c) \quad %
\]

Draw a vertical line where your percentage of “matches” falls on the scale. Shade from 0% to your percentage.