

# Work, Social, and Personal Skills— Student Worksheet

Name \_\_\_\_\_ Date \_\_\_\_\_ Site \_\_\_\_\_

	Circle 3, 2, or 1— whichever best describes your performance.	From the supervisor worksheet, copy the numbers that your supervisor chose to describe your performance.		Circle YES if your and your super- visor’s evaluations are the same. If they are not the same, circle NO.
Work	How I Did	Supervisor Thinks	Comments	Matches
1. Follows company rules	very good 3 OK 2 needs improvement 1	very good 3 OK 2 needs improvement 1		YES    NO
2. Comes to work on time or calls if late or absent	very good 3 OK 2 needs improvement 1	very good 3 OK 2 needs improvement 1		YES    NO
3. Works safely	very good 3 OK 2 needs improvement 1	very good 3 OK 2 needs improvement 1		YES    NO
4. Follows directions	very good 3 OK 2 needs improvement 1	very good 3 OK 2 needs improvement 1		YES    NO
5. Listens and uses feedback	very good 3 OK 2 needs improvement 1	very good 3 OK 2 needs improvement 1		YES    NO
6. Right pace for job (not too fast/not too slow)	very good 3 OK 2 needs improvement 1	very good 3 OK 2 needs improvement 1		YES    NO
7. Works accurately	very good 3 OK 2 needs improvement 1	very good 3 OK 2 needs improvement 1		YES    NO
Social				
8. Talks the right amount	very good 3 OK 2 needs improvement 1	very good 3 OK 2 needs improvement 1		YES    NO
9. Behaves appropriately	very good 3 OK 2 needs improvement 1	very good 3 OK 2 needs improvement 1		YES    NO
10. Asks for help	very good 3 OK 2 needs improvement 1	very good 3 OK 2 needs improvement 1		YES    NO
11. Gets along with co-workers	very good 3 OK 2 needs improvement 1	very good 3 OK 2 needs improvement 1		YES    NO
Personal				
12. Works independently	very good 3 OK 2 needs improvement 1	very good 3 OK 2 needs improvement 1		YES    NO
13. Good grooming	very good 3 OK 2 needs improvement 1	very good 3 OK 2 needs improvement 1		YES    NO
14. Positive attitude	very good 3 OK 2 needs improvement 1	very good 3 OK 2 needs improvement 1		YES    NO
15. Shows initiative—looks for things that need to be done	very good 3 OK 2 needs improvement 1	very good 3 OK 2 needs improvement 1		YES    NO
16. Has things needed for the day	very good 3 OK 2 needs improvement 1	very good 3 OK 2 needs improvement 1		YES    NO

## Work, Social, and Personal Skills Student Worksheet (continued)

### Supervisor Thinks

**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 area marked (c).

Number of positives (a) ÷  
 Number of responses (b) =  
x 100 =  
 Positives (c) %

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

not many	few	some	many	
0%	25%	50%	75%	100%

### 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).

Number of matches (a) ÷  
 Number of responses (b) =  
x 100 =  
 Matches (c) %

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

not a match	same match	OK match	good match	
0%	25%	50%	75%	100%