**Employee evaluation card**

**Employee's name \_\_\_\_\_\_\_\_\_\_\_\_ Workplace \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Instructor's name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Overall score** | **Independence at work** | **Initiative** | **Performing work** | **Teamwork** | **Receiving authority from supervisors** | **Persistence** | **Maintaining safety rules** | **Behavior and appropriate appearance** | **Attendance** | **Date** |
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**Employee evaluation card**

**Explanation for filling the card:**

This card is designed to assess work performance progress of participants in the SUPER program. The card is individual for each participant and is filled out by the instructor at the workplace 4 times during the program - at the beginning, at the end and twice during the program. An additional evaluation can be added as needed. Sharing the evaluation scores with the participants will be according to the discretion of the instructor and program advisor.

Scoring: All items are graded on a scale from 1 to 10, whereby the score 1 represents lack of success and 10 represents full success. The instructor should rate the participant's achievements on each item; the average of the nine scores at each evaluation date is the overall score for that evaluation date.

Item description:

**Attendance**: Arriving at work according to the agreement with the employee.

**Behavior and appropriate appearance:** Personal hygiene, appropriate clothing and footwear according to workplace requirements and weather conditions; approach and communication appropriate to the workplace.

**Maintaining safety rules:** Careful behavior while using equipment and materials; alertness to safety hazards.

**Persistence:** The extent to which the employee persists in her/his work assignments and does not exceed the allotted break times.

**Receiving authority from supervisors:** The manner in which the employee complies with his/her superiors' instructions.

**Teamwork:** How the employee treats her/his co-workers, responds to requests for help, asks for help, and is alert to the needs of others.

**Performing work**: The ability of the employee to perform tasks required of her/him during her/his work**.**

**Initiative:** The extent of the employee's understanding of changing situations at work, the extent to which s/he can predict actions and suggest ways of responding.

**Independence at work:** The extent to which the employee can perform work without the need for supervision and close assistance.