**Intern Skills Evaluation**

**Social Behavior**

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| --- | --- | --- | --- | --- | --- |
| **Skills:** | 5 | 4 | 3 | 2 | 1 |
| **Making eye contact** | Exceptional | Appropriate | Needs visual prompt | Needs verbal prompt | Little or no eye contact |
| **Refraining from unnecessary social interactions** | Exceptional  Initiates do not interrupt conversations | Appropriate | Needs visual prompt | Needs verbal Prompt | Socially unacceptable- (interrupted behaviors) |
| **Admitting when mistakes were made** | Exceptional  (Consistently admits mistakes) | Admits mistakes and corrects it 90%-100% of the time | Verbal and/or non-verbal reaction but corrects mistakes 70-90% of the time | Negative verbal and/or non-verbal rection but corrects mistakes 50% of the time. | Unacceptable (denies making any mistakes) |
| **Cooperative and courteous** | Exceptional  (Very willing and making a positive contribution) | Appropriate  (Engages and shows respect) | Requires Visual prompt  (Acknowledges other staff but as difficulty engaging | Requires verbal prompt  (Reluctant to engage) | Unacceptable  (Uncooperative and difficult) |
| **Handling their stress** | Exceptional | Appropriate | Requires visual prompt  (Show a coping strategy) | Requires verbal prompt | Unacceptable  (Inappropriate language, pounding fist) |

**Communication**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Skills:** | 5 | 4 | 3 | 2 | 1 |
| **Listening and expressing understanding (body language, verbal responses)** | Exceptional  (Understands directions Verbally and body language) | Appropriate  (Responses independently with a gesture or body language | Requires visual prompt | Requires verbal prompt | Unacceptable (no response) |
| **Expressing personal needs (Work-Based)** | Exceptional | Appropriate | Requires visual prompt | Requires verbal prompt | Unacceptable |
| **Respecting the rights and privacy of others** | Yes | No | N/A |  |  |
| **Asking for help and clarification when needed** | Exceptional  (Consistently) | Appropriate  (Ask for help and clarifications) | Ask for help and clarifications with visual prompt | Ask for help and clarifications with verbal prompt | Unacceptable  (Stands and waits for adults) |
| **Communicating adequately (initiates conversations, does not interrupt)** | Exceptional  (Consistently demonstrate appropriate communication | Appropriate  (Initiates and does not interrupt) | Requires visual prompt | Requires verbal prompt | Unacceptable  (Inappropriate response eyes rolls, inappropriate  language) |

**Appearance**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Skills:** | 5 | 4 | 3 | 2 | 1 |
| **Appearance** | Very smart. Appropriate appearance | Tidy, appropriate appearance | Tidy, but inappropriately dressed | Untidy | Inappropriate clothing and/or footwear |
| **Personal Hygiene** | Excellent | Acceptable | Adequate | Poor | Unacceptable |

**Job Performance**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Skills:** | 5 | 4 | 3 | 2 | 1 |
| **Follow directions** | Exceptional  (Consistently) | Appropriate (Follows directions) | Requires visual prompt | Requires verbal prompt | Unacceptable |
| **Listens and responds \*positively\* to constructive feedback** | Exceptional  (Self corrects mistakes) | Appropriate  (Admits mistakes and corrects it 90-100% of the time) | Requires visual prompt  (Verbal and/or non-verbal reaction but corrects mistakes 70-90% of the time) | Requires verbal prompt  (Negative verbal and/or non-verbal reaction but corrects mistakes 50% of the time) | Unacceptable  (Denies making any mistakes) |
| **Follow rules and regulations** | Exceptional (consistently) | Appropriate | Requires visual prompt | Requires verbal prompt | Unacceptable  (ignores) |
| **Completes tasks accurately** | Exceptional  (Exceeds the quality of a new employee in a full job role) | Appropriate  (Exceeds the quality of new employee) | Equal to the quality of a new employee | Below is the quality of a new employee | Unacceptable  (Considerably below the quality of a new employee) |
| **Arrives and leaves on time** | Early | Always on time | Generally, on time | On time with some sort of prompting | Always late |
| **Attends to job tasks consistently without distractions** | Exceptional  (focused) | Appropriate  (Minimal distraction, returns to task without prompting | Some distraction but returns to task independently within an appropriate amount of time | Some distraction, needs some prompting | Unacceptable  (Easily distracted, needs frequent prompting) |
| **Works at an appropriate rate** | Exceptional  (Exceeds the pace of a new employee in a full job role) | Exceeds the pace of a new employee in learned tasks. | Completed tasks equal to the pace of a new employee | Completes tasks below the pace of a new employee | Unacceptable  (Complete tasks considerably below the pace of a new employee) |
| **Initiates new task** | Exceptional | Appropriate | Requires visual prompt | Requires verbal prompt | Unacceptable |
| **Works well with other interns** | Exceptional  (Consistently and independently) | Appropriate  (Independently) | Requires visual prompt | Requires verbal prompt | Unacceptable  (Does not engage with other interns) |
| **Problem solves and/or makes decisions** | Exceptional  (Problem solves independently) | Appropriate  (Decides how to solve the problem) | Requires visual prompt | Requires verbal prompt | Unacceptable  (Does not attempt to solve problem) |

* Data collection trials 2 times a week per student unless there is something remarkable or unremarkable to mention. Make sure every intern has 2 data collection sheets completed for all job training locations over time.