



**SKILLS BUILDING INCENTIVE PROGRAM  
WEEKLY PERFORMANCE EVALUATION**

Youth: \_\_\_\_\_ Client ID#: \_\_\_\_\_ Dorm: \_\_\_\_\_ Week of: \_\_\_\_\_

**Please rate the youth on how well he has functioned on each indicator below over the last week.**

Performance Indicator	Exceeds Expectations (2)	Meets Expectations (1)	Does Not Meet Expectations (0)
Arrives on time and ready for work			
Has neat and clean appearance			
Follows facility/worksite rules and expectations at all times.			
Shows good work ethic			
Produces satisfactory quality of work			
Produces satisfactory quantity of work			
Shows initiative and follow-through on tasks			
Respectful and cooperative with supervisor			
Helpful and courteous to co-workers and/or other youth.			
Accepts construction feedback			
Engages in appropriate interactions with staff/worksite co-workers			
Shows appropriate behaviors and attitudes			
Other:			
<b>TOTALS:</b>			

**Days Worked (include date in the box below each day)**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Worksite Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Youth Signature

\_\_\_\_\_  
Date

Original to: Skills Building Program Coordinator  
Copies to: Worksite Supervisor  
Business Office  
Youth Portfolio

January 2015