



## Weekly Time Sheet and Evaluation 2023

Youth Name \_\_\_\_\_ Worksite \_\_\_\_\_

Job Title \_\_\_\_\_ Worksite Supervisor \_\_\_\_\_

Pay Period Dates: (from) \_\_\_\_\_ (to) \_\_\_\_\_

	Date	Time In	Time Out	Time In	Time Out	Total Hours
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
<b>WEEK TOTAL</b>						

**Supervisors: Please circle a response for each row below. Total the points using the value at the top of each column.**

	4 Points	3 Points	2 Points	1 Point
Quality of Work	Excellent	Very Good	Adequate	Poor
<b>Work Knowledge</b>	Very enthusiastic	Shows great interest	Shows normal interest	Indifferent uninterested
<b>Attendance</b>	Attends daily; always on time	Occasionally absent or late	Warned for tardiness/ truancy	Frequently absent or late
<b>Decision-Making Ability</b>	Makes accurate, well-informed decisions	Needs occasional guidance	Often needs help with decisions	Cannot make decisions
<b>Industry (Diligence)</b>	Industrious; works extra	Works steadily; good effort	Persistent in efforts	Avoids work; not persistent
<b>Work Initiative</b>	Seeks additional tasks; highly motivated	Alert to opportunities; makes good suggestions	Regular work performed promptly	Needs explanation of routine work
<b>Organizational Ability</b>	Highly capable of organizing	Fairly organized	Disorganized occasionally	Disorganized often
<b>Attitude</b>	Positive; takes active friendly interest in others	Pleasant; polite	Sometimes difficult to work with	Inclined to be quarrelsome, uncooperative
<b>Responsibility</b>	Welcomes responsibility	Accepts willingly without protest	Accepts under protest	Avoids responsibility whenever possible

Total Points: \_\_\_\_\_ **Additional Supervisor Comments REQUIRED:** \_\_\_\_\_

**ATTENTION SUPERVISORS! A FULL EVALUATION AND SIGNATURES ARE REQUIRED.**

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

WMW! Signature: \_\_\_\_\_ Date: \_\_\_\_\_