



2021-2022 Employment/Internship Verification Form

Student Name:		Employer:			
Job Title:		Supervisor/Reviewer:			
Dates of Employment:		Contact Information:			
Foundation Skill	Performance Expectations	Performance Improvement Plan Needed 1	Needs Development 2	Proficient 3	Exemplary 4
Attendance	Understanding work expectations for attendance and adhering to them. Notifying supervisor in advance in case of absence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality	Understanding work expectations for punctuality. Arriving on time for work, taking and returning from breaks on time, and calling supervisor prior to being late.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workplace Appearance	Dressing appropriately for position and duties. Practicing personal hygiene appropriate for position and duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taking Initiative	Participating fully in task or project from initiation to completion. Initiating interaction with supervisor for next task upon completion of previous one.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of Work	Giving best effort, evaluating own work, and utilizing feedback to improve work performance. Striving to meet quality standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills	Speaking clearly and communicating effectively - verbally and non-verbally. Listening attentively. Using language appropriate for work environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Response to Supervision	Accepting direction, feedback, and constructive criticism with positive attitude and using information to improve work performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork	Relating positively with co-workers. Working productively with individuals and teams. Respecting diversity in race, gender, and culture.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem-Solving Critical-Thinking	Exercising sound reasoning and analytical thinking. Using knowledge and information from job to solve workplace problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workplace Culture Policy and Safety	Demonstrating understanding of workplace culture and policy. Complying with health and safety rules. Exhibiting integrity and honesty.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specific Workplace and Career Skill	Performance Expectations	1	2	3	4
<i>List Skill Here</i>	<i>Insert performance expectation here.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>List Skill Here</i>	<i>Insert performance expectation here.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Score		# checked x 1 Total _____	# checked x 2 Total _____	# checked x 3 Total _____	# checked x 4 Total _____
<p>To meet work readiness skill attainment</p> <p>(1) *Employee must have an overall average that is "proficient" (3.0) or employee must meet "proficient" standard in 80% of the total categories listed.</p> <p>(2) Supervisor MUST verify that performance in job was satisfactory.</p> <p>(3) Employee must not have been fired from this work experience.</p> <p><i>*Examples: If there are 10 skill categories, participant must have a minimum score of 30 (3 x 10) out of a possible 40 or be proficient in at least 8 of the 10 categories. If an employer chose 15 skills to measure, participants would need minimum score of 45 (3 x 15) out of a possible 60 or be proficient in at least 12 of the 15 categories.</i></p>		<p>Employee had satisfactory work performance and has met minimum total score:</p> <p>Employer Signature: _____</p> <p>Employee Signature: _____</p> <p>Date: _____</p>			