

2023 Essential Skills Evaluation

This document reflects a fair and thoughtful evaluation of the skills we believe are essential for successful employment in any industry. WCC instructors evaluate the performance of each student as they complete their program. This evaluation documents student performance while at WCC. See the [Technical Skills Evaluation](#) for industry-specific information. To contact the instructor, call Whitewater Career Center at (765) 825-0521.

Student Name _____

Program _____

Scale: 4=Exceeds Standard 3=Meets Standard 2=Approaching Standard 1=Does Not Meet Standard	
Attendance & Punctuality <i>The number of absences and tardies.</i>	
Work Ethic <i>The way a student approaches a job, including attitude, interest, enthusiasm, consistency, and independence.</i>	
Supervision <i>The way a student responds to feedback from supervisors.</i>	
Professionalism <i>The way a student adheres to ethical standards and exhibits professional behaviors in the workplace, including dress, reliability, time management, language, and boundaries.</i>	
Interpersonal Skills <i>The way a student interacts with others and functions as a member of a team.</i>	
Verbal Communication <i>The way a student organizes and communicates ideas and information appropriate to the listener and situation.</i>	
Written Communication <i>The way a student communicates ideas and information in writing (email, reports, correspondence, and graphs).</i>	
Problem Solving <i>The way a student recognizes and responds to problems.</i>	
Job Performance <i>The way a student performs job responsibilities, including quality, quantity, timeliness, efficiency, and accuracy of work.</i>	
Additional Comments: 	
Instructor Name:	
Instructor Signature:	Date:

RATINGS

ATTENDANCE & PUNCTUALITY

4 - Exceeds Standard

Attends school with near perfect attendance and communicates with personnel in advance if going to be absent.

3 - Meets Standard

Meets the set guidelines for absences and tardies and communicates with personnel when needed.

2 - Approaching Standard

Exceeds the number of absences and tardies allowed by the set guidelines, may or may not communicate with personnel, and has been officially notified of future consequences.

1 - Does Not Meet Standard

Exceeds the number of absences and tardies allowed by the set guidelines, does not regularly communicate with personnel, and has been referred for disciplinary action.

WORK ETHIC

4 - Exceeds Standard

Always approaches tasks with equal enthusiasm, sets high standards, and works to achieve them.

3 - Meets Standard

Approaches tasks with equal enthusiasm.

2 - Approaching Standard

Demonstrates interest in some tasks more than others.

1 - Does Not Meet Standard

Reluctant to or does not always complete some tasks.

SUPERVISION

4 - Exceeds Standard

Responds exceptionally well to positive and negative feedback and successfully incorporates it into daily performance.

3 - Meets Standard

Responds to positive and negative feedback and attempts to incorporate it into daily performance.

2 - Approaching Standard

Accepts positive and negative feedback and usually incorporates it in a satisfactory manner.

1 - Does Not Meet Standard

Does not accept positive and negative feedback from supervisors.

PROFESSIONALISM

4 - Exceeds Standard

Adheres to ethical standards and exhibits professional behavior at all times, in and out of the workplace, in accordance with guidelines and without instruction.

3 - Meets Standard

Adheres to ethical standards and professional behavior guidelines and expectations within the workplace.

2 - Approaching Standard

Unknowingly violates ethical standards and fails to act professionally.

1 - Ignores ethical standards and fails to act professionally.

INTERPERSONAL SKILLS

4 - Exceeds Standard

Always works well with people of various levels and backgrounds within the organization and interacts appropriately with external constituencies.

3 - Meets Standard

Works cooperatively with others.

2 - Approaching Standard

Sometimes demonstrates difficulty working with and/or interacting with others.

1 - Does Not Meet Standard

Has difficulty interacting and/or working with others.

VERBAL COMMUNICATION

4 - Exceeds Standard

Always uses clear, concise, and appropriate language and tone.

3 - Meets Standard

Uses clear and understandable language and tone.

2 - Approaching Standard

Sometimes struggles to be clear and concise.

1 - Does Not Meet Standard

Has difficulty being clear and concise.

WRITTEN COMMUNICATION

4 - Exceeds Standard

Always produces exceptionally clear, concise, error free, and well organized messages relevant to the industry.

3 - Meets Standard

Produces clear and organized messages relevant to the industry.

2 - Approaching Standard

Produces industry-relevant messages that may contain errors or inaccuracies.

1 - Does Not Meet Standard

Produces unclear and/or unorganized messages.

PROBLEM SOLVING

4 - Exceeds Standard

Demonstrates exceptional ability to identify, evaluate, and recommend solutions to problems.

3 - Meets Standard

Identifies, evaluates, and recommends solutions to problems as needed.

2 - Approaching Standard

Sometimes struggles to evaluate and recommend solutions to problems.

1 - Does Not Meet Standard

Has difficulty with problem solving.

JOB PERFORMANCE

4 - Exceeds Standard

Performs all job responsibilities and demonstrates willingness and ability to complete tasks beyond the scope of the job.

3 - Meets Standard

Performs all job responsibilities according to job description and employer expectation.

2 - Approaching Standard

Does not always complete job responsibilities.

1 - Does Not Meet Standard

Does not perform job responsibilities to employer expectations.