



**SONOMA COUNTY WORK-READY CERTIFICATION**  
**Worksite Supervisor Evaluation Form**

Key leaders in Sonoma County have come together to develop the TOP TEN SKILLS PLUS! for certifying entry-level job seekers as work-ready. The Sonoma County Work-Ready Certification indicates the candidate's readiness for the successful transition into the world of work. It reflects important skills, attitudes, and values that are essential for success in the workplace. Please complete this cover sheet and the evaluation form on the reverse side providing an honest assessment of the candidate's level of performance.

**STUDENT/SCHOOL INFORMATION** (TO BE COMPLETED BY THE WRC STUDENT APPLICANT)

STUDENT NAME \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

SCHOOL/PROGRAM \_\_\_\_\_ GRADE LEVEL \_\_\_\_\_

**WORKSITE SUPERVISOR INFORMATION** (TO BE COMPLETED BY THE WORKSITE SUPERVISOR)

WORKSITE SUPERVISOR NAME \_\_\_\_\_ TITLE \_\_\_\_\_

ORGANIZATION OR COMPANY \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

STUDENT JOB TITLE OR POSITION DESCRIPTION \_\_\_\_\_

TYPE OF WORK EXPERIENCE [paid work, internship (paid or unpaid), job shadow, volunteer (service learning), other] \_\_\_\_\_

SKILLS AND ACTIVITIES PERFORMED UNDER SUPERVISION \_\_\_\_\_

COMMENTS ON STUDENT'S TALENTS AND ABILITIES \_\_\_\_\_

**TIME FRAME OF OBSERVED ACTIVITIES DURING THE EVALUATED PERIOD**

From \_\_\_\_\_ to \_\_\_\_\_ Total hours \_\_\_\_\_

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

\_\_\_\_\_  
Date

**[Please complete evaluation checklist on reverse side]**

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STUDENT \_\_\_\_\_

DATE EVALUATED \_\_\_\_\_

**TOP TEN SKILLS PLUS! FOR SONOMA COUNTY STUDENTS**

These skills have been determined by Sonoma County employers as critical skills for students to have before beginning work. A legend for how to evaluate the level of student progress is included at the bottom of this page. This five-point scale allows you to assess performance against a standard for entry-level employees in your organization.

Please use the following point scale to assess the student applicant (circle the number that corresponds with the level of performance in each of the 15 areas listed below):	(0) Not exposed	(1) Training Level	(2) Improving Toward Entry Level	(3) Entry Level	(4) Exceeds Entry Level
Demonstrate the willingness to work	0	1	2	3	4
Demonstrate integrity	0	1	2	3	4
Communicate in spoken and written English	0	1	2	3	4
Demonstrate promptness	0	1	2	3	4
Avoid absenteeism	0	1	2	3	4
Avoid use of language or comments that stereotype others	0	1	2	3	4
Read and understand written information	0	1	2	3	4
Maintain appropriate grooming and hygiene	0	1	2	3	4
Be respectful of the opinions and contributions of others	0	1	2	3	4
Take responsibility for completing one's own work accurately	0	1	2	3	4
Demonstrate the willingness and ability to learn	0	1	2	3	4
Have and apply computer skills	0	1	2	3	4
Demonstrate customer service skills	0	1	2	3	4
Work well with others as part of a team	0	1	2	3	4
Use and apply basic math	0	1	2	3	4

**COMMENTS** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LEGEND**

- (0) NOT EXPOSED:** Student was not provided the opportunity to achieve this objective or demonstrate the skill.
- (1) TRAINING LEVEL:** Preparing to become work-ready, but has difficulty completing tasks without prompting and repeated help. Does not readily request help. Does not attempt task before asking for or receiving assistance.
- (2) IMPROVING TOWARD ENTRY LEVEL:** More work ready. Has difficulty completing some tasks. May attempt task before asking for help, needs prompting or assistance.
- (3) ENTRY LEVEL:** Meets and demonstrates the skills at a level equal to what is expected of any employee in a similar position. Completes tasks and work projects with and without help. Improves work using team or supervisor feedback. Meets quality standards.
- (4) EXCEEDS ENTRY LEVEL:** Demonstrates mastery of skills at a level above what is expected of any employee in a similar position. Uses information generated personally and by others to improve work quality. Identifies problems before they arise and makes adjustments accordingly. Exceeds work expectations for quality and attends to detail in the development of projects and assignments.