

# Essential Skills Assessment

Host Site: \_\_\_\_\_

*Circle one of the following*  
Evaluation 1 2 3 Final

**Legend: 0 = Unacceptable, 1 = Needs Improvement, 2 = Acceptable, 3 = Exceeds Expectations**

Skill Set 1: Communication	0	1	2	3
Listening				
Starts Conversations				
Introduces Self				
Introduces Others				
Asks Questions				
Skill Set 2: Building Credibility	0	1	2	3
Punctual				
Dresses Appropriately & is Well-Groomed				
Is Willing to Learn				
Follows Instructions				
Helps Others				
Manages Personal Life				
Respects Others				
Skill Set 3: Decision Making & Problem Solving	0	1	2	3
Makes Decisions				
Understands the Cause of Problems				
Asks for Help				
Makes Complaints Appropriately				
Answers Complaints Appropriately				
Apologizes When Necessary				
Handles Accusations Appropriately				
Has Difficult Conversations When Needed				
Negotiates				

***Final evaluation only!*** Circle below:

Based on participant's performance, would you recommend him/her for employment?      Yes      No

Participant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Participant Name (Printed): \_\_\_\_\_

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

Date: \_\_\_\_\_

Supervisor Name (Printed): \_\_\_\_\_