

Working Impact Employee/Intern Performance Review



YOUR INFORMATION:

First Name: _____

Last Name: _____

Best Contact Email: _____

Company Organization: _____

Title / Role: _____

COMPANY LABOR MARKET SECTORS:

Please select the labor market sector(s) aligned to this intern employees job position.

- | | |
|--|--|
| <input type="checkbox"/> Architecture and Engineering | <input type="checkbox"/> Healthcare Support |
| <input type="checkbox"/> Arts, Design, Entertainment, Sports, Media | <input type="checkbox"/> Installation, Maintenance, and Repair |
| <input type="checkbox"/> Building and Grounds Cleaning and Maintenance | <input type="checkbox"/> Legal |
| <input type="checkbox"/> Business and Financial Operations | <input type="checkbox"/> Life Physical and Social Sciences |
| <input type="checkbox"/> Community and Social Service | <input type="checkbox"/> Management |
| <input type="checkbox"/> Computer and Mathematical | <input type="checkbox"/> Military-Specific |
| <input type="checkbox"/> Construction and Extraction | <input type="checkbox"/> Office and Administrative Support |
| <input type="checkbox"/> Education, Training, and Library | <input type="checkbox"/> Personal Care and Service |
| <input type="checkbox"/> Farming, Fishing, and Forestry | <input type="checkbox"/> Production |
| <input type="checkbox"/> Food Preparation and Serving | <input type="checkbox"/> Protective Service |
| <input type="checkbox"/> Healthcare Practitioners | <input type="checkbox"/> Sales |
| | <input type="checkbox"/> Transportation and Material Moving |

YEARS OF SUPERVISORY EXPERIENCE:

- ☐ < 6 months
☐ 6 months to 1 year
☐ 1 - 2 years
☐ 2 - 5 years
☐ 5+ years

EMPLOYEE/INTERN INFORMATION:

Employee/Intern First Name: _____

Employee/Intern Last Name: _____

Employee/Intern Email (if known): _____

Name of Your Program Partner Organization: _____

How long have you known this intern?

Beginning Date (Month/Year) ____ / ____

End Date (Month/Year) ____ / ____

Please categorize this Employee/Intern's position: *

- ☐ A youth internship where the focus was on-the-job training
☐ A job requiring youth to perform like any other employee
☐ Other (Write In Optional): _____

Skills Rating Section:

	STRONGLY DISAGREE	DISAGREE	NEUTRAL	AGREE	STRONGLY AGREE
Actively looks for ways to help other people	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Identifies new and more effective ways to solve problems.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communicates professionally	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I would seek out this person to be on my next project	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Actively looks for additional tasks when own work is done	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stays calm, clearheaded and unflappable under stress	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gets work done on time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I would recommend this person to a colleague, for a similar position	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Graciously accepts criticism	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Brings energy and enthusiasm to the workplace	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Arrives on time and is rarely absent without cause	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If I had a job opening, I would hire this person	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Unpacks problems into manageable parts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Takes responsibility for his or her actions and does not blame others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Manages time and does not procrastinate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Working Impact Employee/Intern Performance Review cont'd

	STRONGLY DISAGREE	DISAGREE	NEUTRAL	AGREE	STRONGLY AGREE
Generates multiple potential solutions to problems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates confidence in their abilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If your youth did not perform well on key 21st century skills please explain their low performance rating?

Key Strength: Everyone has at least one

If you had to hire this individual for just one skill, what would it be? Keep your answer text message sized, around 140 characters (e.g., 'brings infectious enthusiasm to the office'). If you can't think of one, please leave blank.

Please identify and rate three key job tasks that your employee/ intern performed as part of their job:

Examples: Created client websites using Wordpress, or supervised kids at summer camp

Task 1: _____

- ☐ Very Poorly
- ☐ Poorly
- ☐ Average
- ☐ Well
- ☐ Very Well
- ☐ Not Observed

Task 2: _____

- ☐ Very Poorly
- ☐ Poorly
- ☐ Average
- ☐ Well
- ☐ Very Well
- ☐ Not Observed

Task 3: _____

- ☐ Very Poorly
- ☐ Poorly
- ☐ Average
- ☐ Well
- ☐ Very Well
- ☐ Not Observed

Switch gears for a moment and reflect on the partner agency that placed your employee/intern in the position. Did their service and support meet your expectations?:

- ☐ Far below expectations
- ☐ Below expectations
- ☐ Matched expectations
- ☐ Exceeded expectations
- ☐ Greatly exceeded expectations

Help us grow to better serve employer goals! Check this box if you would be willing to participate in a focus group or interview about your experience:

- ☐ I want to support innovation in the hiring process!

CONSENT FOR RESEARCH

By completing the youth surveys, you are not only giving youth vital skills performance feedback, you are providing valuable data that can be researched to inform program improvements and best practices. For research purposes, your all of your answers will be grouped together with everyone else's responses without your name on it. If you decide to opt out of sharing for research, it not will not affect any current or future relationships or opportunities. There are no known risks to participating in this survey and there will be no direct benefit to you.

Check no if you do not give permission for your survey data to be used for research:

- ☐ No, I do not want answers from my surveys grouped in the research

Just a few quick questions to inform the research. **Reminder**, this personal information will be kept confidential. It is only used for research purposes and is not reported back to your organization. Research must be conducted to ensure tools meet regulatory standards for use in employment.

What is your date of birth? _____

Please select the last level of education you completed:

- ☐ Middle School Graduate
- ☐ High School Graduate
- ☐ College / Vocational Student
- ☐ College / Vocational Graduate
- ☐ Graduate School
- ☐ None of the Above

Please share your racial and ethnic identity. Select all that apply.*

- ☐ African American / Black
- ☐ American Indian / Native Alaskan
- ☐ Asian
- ☐ Latinx / Hispanic
- ☐ Native Hawaiian / Other Pacific Islander
- ☐ White, Non-Hispanic
- ☐ Two or more Races or Ethnicities
- ☐ I prefer not to say
- ☐ Other - Write In (Required): *

What is your gender identity?

- ☐ Female
- ☐ Male
- ☐ Transgender
- ☐ I prefer not to say
- ☐ Other - Write In (Required): *

