CITY OF MINNEAPOLIS EMPLOYMENT AND TRAINING

2016 MINNEAPOLIS YOUTH WORKS PROGRAM

INTERNSHIP WORK READINESS SKILL ASSESSMENT TOOL

WIOA YOUTH INTERN'S NAME:	**EMPLOYER:**	
WIOA INTERNSHIP JOB TITLE:	**WORKSITE SUPERVISOR/REVIEWER NAME:**	
INTERN'S START DATE:	**REVIEW DATE #1:**	**REVIEW DATE #2:**

Evaluation of Skills (check appropriate box) *E = Exceeds Minimum Standard *M = Meets Minimum Standard *WIP = Work in Progress	***E**	***M**	***WIP**
ATTENDANCE: Understanding work expectations for attendance and adhering to them. Notifying supervisor in advance in case of absence.			
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.			
WORKPLACE APPEARANCE: Dressing appropriately for position and duties. Practicing personal hygiene appropriate for position and duties.			
TAKING INITIATIVE: Participating fully in task or project from initiation to completion. Initiating interaction with supervisor for next task upon completion of previous one.			
QUALITY OF WORK: Giving best effort, evaluating own work, utilizing feedback to improve work performance and striving to meet quality standards.			
COMMUNICATION SKILLS: Speaking clearly and communicating effectively both verbally and non-verbally. Listening attentively. Using language appropriate for work environment.			
RESPONSE TO SUPERVISION: Accepting direction, feedback, and constructive criticism with positive attitude and using information to improve work performance.			
TEAMWORK: Relating positively with co-workers. Working productively with individuals and teams. Respecting diversity in race, gender and culture.			
PROBLEM-SOLVING/CRITICAL-THINKING: Exercising sound reasoning and analytical thinking. Using knowledge and information from job to solve workplace problems.			
WORKPLACE CULTURE POLICY AND SAFETY: Demonstrating understanding of workplace culture and policy. Complying with health and safety rules. Exhibiting integrity and honesty.			

Additional Comments Welcome:

<u>To meet the Minneapolis Employment & Training Year Round WIOA work readiness skill attainment:</u>

1) The intern will earn at least **seven (7)** *Exceeds Minimum Standards and/or *Meets Minimum Standards checked boxes by Review Date #2.
2) Intern must not have been fired from this internship experience.
3) **Supervisor/Reviewer MUST verify that performance on the job was satisfactory at internship completion by checking Yes and initializing below:**

_____ **Yes** _____ **Supervisor/Reviewer Initials**

WIOA Youth Intern's Signature:	**Date:**	**Supervisor/Reviewer Signature:**	**Date:**