



# City of Memphis Summer Youth Employment Program 2009 Participant Evaluation Form

Please print

Name \_\_\_\_\_

Worksite \_\_\_\_\_

Supervisor/Monitor \_\_\_\_\_

Date of Hire \_\_\_\_\_ Date of Review \_\_\_\_\_

### **Rating System**

1 - Unsatisfactory    ♦    2 - Needs Improvement    ♦    3 - satisfactory  
4 - Exceeds Expectations    ♦    5 - Significantly Exceeds Expectations

1. Quality of Participant's Work \_\_\_\_\_
2. Exercises Good Judgment \_\_\_\_\_
3. Attendance \_\_\_\_\_
4. Punctuality \_\_\_\_\_
5. Participant's Involvement/Team Effort \_\_\_\_\_
6. Adhere to Company Policies \_\_\_\_\_
7. Interpersonal Relationships and Communications with Co-Workers \_\_\_\_\_
8. Takes Initiative to Achieve Goals and Complete Assignments \_\_\_\_\_
9. Responsive to changing Work Requirements \_\_\_\_\_
10. Work Ethic \_\_\_\_\_

**Overall Performance Rating:** \_\_\_\_\_

Supervisor's Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee's Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please return to the SYEP Office no later than July 31, 2009.**