



STATE OF DELAWARE
EMPLOYMENT NETWORK
CANDIDATE EVALUATION

CANDIDATE INFORMATION

Name:	Date:
Phone:	Email:
DVI/DVR Contact:	DVI/DVR Email:
Program Dates:	Employment Network Program Assignment

CANDIDATE EVALUATION

Instructions: The evaluating supervisor will complete this evaluation. It is expected to review the candidate's performance periodically throughout the program assignment. This process is important to the candidate's professional and personal development, and will be used as a guide to counsel and educate the candidate for success.

RATING SCALE

Please rate the following aspects of your candidate experience using the following:

- 1 - Unsatisfactory** - (Never demonstrates this ability/does not meet expectations.)
- 2 - Needs Improvement** - (Seldom demonstrates this ability/rarely meets expectations.)
- 3 - Meets Expectations** - (Sometimes demonstrates this ability/meets expectations.)
- 4 - Exceeds Expectations** - (Demonstrates ability/sometimes exceeds expectations.)
- 5 - Distinguished** (Always demonstrates this ability/consistently exceeds expectations.)

Additional space is provided for comments. Comments are required for **Unsatisfactory** and **Needs Improvement** Ratings.

PROGRAM ASSIGNMENT DESCRIPTION

Please provide a brief description of the Program Assignment:

BASIC WORK HABITS

1. Reports to work as scheduled, and on-time.	
2. Dress and appearance are appropriate.	
3. Exhibits a positive and constructive attitude.	

Comments:

CHARACTER ATTRIBUTES

1. Brings a sense of values and integrity.	
2. Behaves in an ethical manner.	
3. Respects the diversity of co-workers.(sex/race/religion)	

Comments:

ORGANIZATIONAL EFFECTIVENESS	
1. Seeks to understand and support the mission/goals.	
2. Fits in with the expectations of the organization.	
3. Works within appropriate authority/decision channels.	
Comments:	
READING/WRITING/COMPUTATION SKILLS	
1. Reads/Comprehends/Follows written material.	
2. Communicates ideas and concepts clearly in writing.	
3. Works w/ mathematical procedures appropriate to job.	
Comments:	
COMMUNICATION SKILLS - ORAL & LISTENING	
1. Listens actively to others in an attentive manner.	
2. Effectively participates in meetings or group settings.	
3. Demonstrates effective verbal communication skills.	
Comments:	
ABILITY TO LEARN	
1. Asks pertinent and purposeful questions.	
2. Seeks out and utilizes appropriate resources.	
3. Accepts responsibility for mistakes and learns from it.	
Comments:	
CREATIVE THINKING & PROBLEM SOLVING SKILLS	
1. Breaks down complex issues into manageable pieces.	
2. Brainstorms/Develops options and ideas.	
3. Demonstrates an analytical capacity.	
Comments:	
PROFESSIONAL & CAREER DEVELOPMENT SKILLS	
1. Exhibits self-motivated approach to work.	
2. Demonstrates ability to set appropriate goals/priorities.	
3. Exhibits professional behavior and attitude.	
Comments:	
INTERPERSONAL & TEAMWORK SKILLS	
1. Manages and resolves conflict in an effective manner.	
2. Supports and contributes to a team atmosphere.	
3. Demonstrates assertive, but appropriate behavior.	
Comments:	

OPEN CATEGORY - INDUSTRY SPECIFIC SKILLS

Are there any additional skills or competencies that you feel are important to address with the Candidate related to the profession or career-field that have not been captured on this evaluation?

Comments:

Empty text boxes for comments.

FINAL THOUGHTS

OVERALL PERFORMANCE

<input type="checkbox"/>	Exceeded Expectations	<input type="checkbox"/>	Met Expectations
<input type="checkbox"/>	Neutral	<input type="checkbox"/>	Did not meet Expectations

Comments:

Empty text boxes for comments.

SIGNATURES

By signing below, I acknowledge that I have reviewed the **Employment Network Evaluation** with the Candidate, and have provided the opportunity to comment below.

Supervisor's Signature

Date

I acknowledge that this **Employment Network Evaluation Form** was presented and reviewed with me by the above signed evaluating supervisor.

I understand that I have the opportunity to provide comments, in addition to the **Employment Network Exit Survey** I must complete in order to receive my **Certificate of Completion** from the program.

Comments:

Empty text boxes for comments.

Candidates Signature

Date