



**PITTSBURGH SUMMER YOUTH EMPLOYMENT PROGRAM
YOUTH MONTHLY PROGRESS REPORT - WORK EXPERIENCE ONLY**

Today's Date _____
 Youth Name _____ Youth Job Title _____
 Organization _____
 Supervisor Name /Phone Number _____

Ratings

4=Excellent 3=Very Good 2=Fair 1=Needs Improvement N/A=Not Applicable

Criteria	Rating	Comments
Attendance To attend work 100% of the time		
Punctuality To be on time 100% of the time		
Positive Response to Supervision The understanding that the role of the supervisor is to organize employees' time and skills, delegate responsibilities, and provide necessary support to accomplish the task		
Ability to Follow Directions The capacity to understand and willingness to follow supervisory instructions		
Concern for Quality of Work The desire to do the best possible job in all work produced		
Setting Priorities To evaluate the relative importance of tasks and to allocate resources accordingly		
Task Completion/Accountability Adequate preparation for initiating, undertaking and completing projects, and accepting responsibility for the finished product		
Communications Skills The ability to exchange and receive ideas and information through listening, speaking and writing		
Teamwork The ability to work with others to pool various resources representing an array of skills to accomplish tasks		
Flexibility/Adaptability The ability to alter behavior, adjust plans or reallocate resources in response to changes in task requirements to meet the goals of the organization. The ability to perform multiple tasks, analyze and deal with a variety of options		
Ethical Behavior The ability to base decisions and actions upon the principles values of right and wrong		
Business Dress To have knowledge of the workplace written dress code and grooming standard and to adhere to this standard		
Etiquette To have knowledge of the workplace and community norms and to adhere to the standards of the work and community environments		
Resume Completion Follows format, neat, concise, and current		
Interviewing Completes interview and accepts constructive criticism		
Application Completes thoroughly and neatly		

Youth Signature

Date

Supervisor Signature

Date