



Work Experience Worksite Progress Report – WIOA

Participant: _____ **Date of Evaluation:** _____

Worksite: _____ **Supervisor:** _____

Please evaluate the participant in each competency area and indicate if they met the employable standard for your business. If a competency area has been met but needs improvement, please add a suggestion or comment.

Competency Area & Description		Evaluation
Attendance and Punctuality <ul style="list-style-type: none">• Calls if late or absent• Consistently arrives on time Comments:		<input type="checkbox"/> Met <input type="checkbox"/> Not Met
Cooperation Skills <ul style="list-style-type: none">• Cooperates with both supervisor and co-workers' directions and suggestions Comments:		<input type="checkbox"/> Met <input type="checkbox"/> Not Met
Communication/Interpersonal Skills <ul style="list-style-type: none">• Seeks advice from co-workers and supervisor when needed• Able to interact appropriately with co-workers and supervisor Comments:		<input type="checkbox"/> Met <input type="checkbox"/> Not Met
Following Directions and Instructions Following Worksite Rules <ul style="list-style-type: none">• Follows directions from supervisor and co-workers• Can and does follow instructions• Adheres to worksite rules and regulations• Properly maintains equipment Comments:		<input type="checkbox"/> Met <input type="checkbox"/> Not Met
Time Management <ul style="list-style-type: none">• Completes all tasks in a neat, timely manner• Seeks additional tasks if time permits• Has the ability to prioritize when needed• Can solve problems independently if needed Comments:		<input type="checkbox"/> Met <input type="checkbox"/> Not Met
Appropriate Appearance <ul style="list-style-type: none">• Dresses properly for work• Uses good personal hygiene Comments:		<input type="checkbox"/> Met <input type="checkbox"/> Not Met
Positive Attitude/Willingness to Work <ul style="list-style-type: none">• Is ready to work and leaves personal issues at home• Maintains positive, professional attitude Comments:		<input type="checkbox"/> Met <input type="checkbox"/> Not Met

Please answer the following questions:

1. In your opinion, is the employee ready for the 'world of work'? Why or why not?

2. List some important skills you feel the employee has learned on the job.

3. Is your business willing to participate as a work experience worksite for future placements?

4. Would you consider being used as a professional reference for this employee?

5. Additional employer comments:

Participant Signature: _____ Date _____

Worksite Supervisor Signature: _____ Date _____

IF THE YOUTH CONTINUES TO WORK AFTER THE WORK EXPERIENCE IS COMPLETE, FILL IN THE FOLLOWING:

Job Title: _____ Wage: _____ per hour

Date of Hire: _____ Estimated Hours Per Week: _____

Form Date: 07/21/25

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