### General Technical Skills and Knowledge

1. Knowledge level of terms and concepts related to job  
   1. 2. 3. 4. 5. N/A

2. Technical ability to perform tasks related to job
   - a. Computer hardware and/or networking  
     1. 2. 3. 4. 5. N/A
   - b. Computer software support (technical support to users)  
     1. 2. 3. 4. 5. N/A
   - c. Computer programming  
     1. 2. 3. 4. 5. N/A
   - d. Web design and development  
     1. 2. 3. 4. 5. N/A
   - e. Database design and development  
     1. 2. 3. 4. 5. N/A
   - f. Systems analysis and design  
     1. 2. 3. 4. 5. N/A
   - g. Other (please specify) ____________________________  
     1. 2. 3. 4. 5. N/A

3. Decision-making  
   1. 2. 3. 4. 5. N/A

4. Problem-solving  
   1. 2. 3. 4. 5. N/A

5. Thinking skills (i.e., thinking "outside the box")  
   1. 2. 3. 4. 5. N/A

### Communication-Related Skills
### Written communication
1 2 3 4 5 N/A

### Oral communication
1 2 3 4 5 N/A

### Listening skills
1 2 3 4 5 N/A

### Communication with supervisor(s)
1 2 3 4 5 N/A

### Communication with other workers
1 2 3 4 5 N/A

### Non-Technical (Soft) Skills

<table>
<thead>
<tr>
<th>Skill</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Motivation /enthusiasm</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>2. Initiative</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>3. Dependability</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>4. Willingness to learn new tasks</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>5. Willingness to follow instructions and do as asked</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>6. Overall attitude</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>7. Professional appearance (appropriate for work site)</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Greatest Area of Improvement:**

Greatest Strength:

Greatest Weakness:

Additional Comments:

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Student Signature (Date)

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Work Site Supervisor Signature (Date)