

SBWE WEEKLY EVALUATION

HOLIDAY INN

Student: _____

Week of: _____

Job Coach: _____

Total Score: _____ %
(leave blank for teachers to calculate)

EVALUATION	Rating	
	I / P	0 - 4
ATTITUDE		
Cooperates with supervisor		
Displays appropriate behavior		
Accepts constructive criticism		
Accepts help when needed		
Asks for help or self-advocates		
ATTENDANCE		
On time		
Daily attendance		
Signs in/out		
APPEARANCE		
Clothes clean and neat		
Good personal hygiene		
Dresses appropriately		
Brings proper attire		
JOB SKILLS		
Stays on task		
Follows staff directions		
Works independently as possible		
Uses equipment correctly/safely		
Shows initiative		
Dependable		
Transitions between tasks		
Frustration tolerance & problem solving		
Total Points:		/80

TASK ANALYSIS	Rating	
	I / P	0 - 4
Wearing ID		
Greet staff		
Put lunch in lounge		
Report to housekeeping		
Gather materials		
Take elevator to top		
Wipe numbers/signs		
Wipe door knobs		
Wipe windows		
Wipe hand rails		
Wipe picture frames		
Go down floors		
Repeat steps on floors		
Wipe utensils dry		
Fold napkins		
Return all materials		
Break for lunch		
Clean up after lunch		

Evaluation Rating Code

I = Independent	4 = Outstanding
P = Prompting	3 = Satisfactory
X = Non-compliance	2 = Needs improvement
	1 = Unsatisfactory
	0 = Non-compliance

Comments:

SBWE WEEKLY EVALUATION

MARRIOTT

Student: _____

Week of: _____

Job Coach: _____

Total Score: _____ %
(leave blank for teachers to calculate)

EVALUATION	Rating	
	I / P	0 - 4
ATTITUDE		
Cooperates with supervisor		
Displays appropriate behavior		
Accepts constructive criticism		
Accepts help when needed		
Asks for help or self-advocates		
ATTENDANCE		
On time		
Daily attendance		
Signs in/out		
APPEARANCE		
Clothes clean and neat		
Good personal hygiene		
Dresses appropriately		
Brings proper attire		
JOB SKILLS		
Stays on task		
Follows staff directions		
Works independently as possible		
Uses equipment correctly/safely		
Shows initiative		
Dependable		
Transitions between tasks		
Frustration tolerance & problem solving		
Total Points:		/80

TASK ANALYSIS	Rating	
	I / P	0 - 4
Wearing school ID		
Greet staff		
Put lunch in lounge		
Gather materials		
Take elevator to top		
Wipe doors/windows		
Wipe tables/chairs		
Collect laundry bags		
Collect trash bags		
Go down floors on elevator		
Fold towels		
Fold pillowcases		
Fold bags		
Fold cards		
Vacuum		
Return all materials		
Break for lunch		
Clean up after lunch		

Comments:

Evaluation Rating Code

- I = Independent
- P = Prompting
- X = Non-compliance
- 4 = Outstanding
- 3 = Satisfactory
- 2 = Needs improvement
- 1 = Unsatisfactory
- 0 = Non-compliance

SBWE WEEKLY EVALUATION

TJ MAXX

Student: _____

Week of: _____

Job Coach: _____

Total Score: _____ %
(leave blank for teachers to calculate)

EVALUATION	Rating	
	I / P	0 - 4
ATTITUDE		
Cooperates with supervisor		
Displays appropriate behavior		
Accepts constructive criticism		
Accepts help when needed		
Asks for help or self-advocates		
ATTENDANCE		
On time		
Daily attendance		
Signs in/out		
APPEARANCE		
Clothes clean and neat		
Good personal hygiene		
Dresses appropriately		
Brings proper attire		
JOB SKILLS		
Stays on task		
Follows staff directions		
Works independently as possible		
Uses equipment correctly/safely		
Shows initiative		
Dependable		
Transitions between tasks		
Frustration tolerance & problem solving		
Total Points:		/80

TASK ANALYSIS	Rating	
	I / P	0 - 4
Wearing school ID		
Carrying emergency info		
Greet staff		
Sign in		
Put lunch in lounge		
Open new boxes		
Remove plastic		
Sort clothing by gender		
Place clothing in piles		
Organize shoes by size		
Organize bath aisle		
Organize bed aisle		
Organize toy aisle		
Break for lunch		
Clean up after lunch		

Evaluation Rating Code	
I = Independent	4 = Outstanding
P = Prompting	3 = Satisfactory
X = Non-compliance	2 = Needs improvement
	1 = Unsatisfactory
	0 = Non-compliance

Comments:

SBWE WEEKLY EVALUATION

SPORTS AUTHORITY

Student: _____

Week of: _____

Job Coach: _____

Total Score: _____ %
(leave blank for teachers to calculate)

EVALUATION	Rating	
	I / P	0 - 4
ATTITUDE		
Cooperates with supervisor		
Displays appropriate behavior		
Accepts constructive criticism		
Accepts help when needed		
Asks for help or self-advocates		
ATTENDANCE		
On time		
Daily attendance		
Signs in/out		
APPEARANCE		
Clothes clean and neat		
Good personal hygiene		
Dresses appropriately		
Brings proper attire		
JOB SKILLS		
Stays on task		
Follows staff directions		
Works independently as possible		
Uses equipment correctly/safely		
Shows initiative		
Dependable		
Transitions between tasks		
Frustration tolerance & problem solving		
Total Points:		/80

TASK ANALYSIS	Rating	
	I / P	0 - 4
Wearing school ID		
Greet staff		
Sign in		
Store lunch		
Check in with supervisor		
Open new boxes		
Move boxes		
Remove plastic		
Hang or pile items		
Sort items by color/size		
Sensor items		
Fold items		
Organize clothing racks		
Organize shoes		
Break for lunch		
Clean up after lunch		
Return to work promptly		

Comments:

Evaluation Rating Code

- | | |
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| | 0 = Non-compliance |

SBWE WEEKLY EVALUATION

GES

Student: _____

Week of: _____

Job Coach: _____

Total Score: _____ %
(leave blank for teachers to calculate)

EVALUATION	Rating	
	I / P	0 - 4
ATTITUDE		
Cooperates with supervisor		
Displays appropriate behavior		
Accepts constructive criticism		
Accepts help when needed		
Asks for help or self-advocates		
ATTENDANCE		
On time		
Daily attendance		
Signs in/out		
APPEARANCE		
Clothes clean and neat		
Good personal hygiene		
Dresses appropriately		
Brings proper attire		
JOB SKILLS		
Stays on task		
Follows staff directions		
Works independently as possible		
Uses equipment correctly/safely		
Shows initiative		
Dependable		
Transitions between tasks		
Frustration tolerance & problem solving		
Total Points:		/80

TASK ANALYSIS	Rating	
	I / P	0 - 4
Wearing school ID		
Push button to enter		
Pull door when prompted		
Greet staff		
Sign in		
Get gloves		
Put lunch in lounge		
Get cart from hall		
Locate bins		
Empty contents into cart		
Put bins back		
Move to next room		
Stop at sidewalk		
Check for cars		
Proceed to dumpster		
Line cart with dumpster		
Put contents in dumpster		
Return cart to hallway		
Break for lunch		
Clean up after lunch		
Sign out		

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Comments:

SBWE WEEKLY EVALUATION

REC CENTER + BUS DEPOT

Student: _____

Week of: _____

Job Coach: _____

Total Score: _____ %
(leave blank for teachers to calculate)

EVALUATION	Rating	
	I / P	0 - 4
ATTITUDE		
Cooperates with supervisor		
Displays appropriate behavior		
Accepts constructive criticism		
Accepts help when needed		
Asks for help or self-advocates		
ATTENDANCE		
On time		
Daily attendance		
Signs in/out		
APPEARANCE		
Clothes clean and neat		
Good personal hygiene		
Dresses appropriately		
Brings proper attire		
JOB SKILLS		
Stays on task		
Follows staff directions		
Works independently as possible		
Uses equipment correctly/safely		
Shows initiative		
Dependable		
Transitions between tasks		
Frustration tolerance & problem solving		
Total Points:		/80

TASK ANALYSIS	Rating	
	I / P	0 - 4
Clean up after lunch		
Wearing school ID		
Greet staff		
Get materials		
REC CENTER		
Spray/wipe mats		
Fold/move mats		
Spray/wipe bleachers		
Spray/wipe tables/chairs		
Spray/wipe doors/windows		
Put materials away		
BUS DEPOT		
Spray/wipe seats		
Spray/wipe windows		
Sweep floor		
Pick up trash		
Return all materials		

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Comments:

SBWE WEEKLY EVALUATION

FOOD LION

Student: _____

Job Coach: _____

Week of: _____

Total Score: _____ %
(leave blank for teachers to calculate)

EVALUATION	Rating	
	I / P	0 - 4
ATTITUDE		
Cooperates with supervisor		
Displays appropriate behavior		
Accepts constructive criticism		
Accepts help when needed		
Asks for help or self-advocates		
ATTENDANCE		
On time		
Daily attendance		
Signs in/out		
APPEARANCE		
Clothes clean and neat		
Good personal hygiene		
Dresses appropriately		
Brings proper attire		
JOB SKILLS		
Stays on task		
Follows staff directions		
Works independently as possible		
Uses equipment correctly/safely		
Shows initiative		
Dependable		
Transitions between tasks		
Frustration tolerance & problem solving		
Total Points:		/80

TASK ANALYSIS	Rating	
	I / P	0 - 4
Wearing school ID		
Greet co-workers		
Sign in		
Put belongings away		
Get assignment		
Start work on time		
Greet customers/bag		
Place stock on cart		
Find stock item # tag		
Shelve items correctly		
Front and face items		
Check back stock		
Pull out of date items		
Clean/sweep		
Collect carts		
Break for lunch		
Clean up after lunch		

Comments:

Evaluation Rating Code

- | | |
|--------------------|-----------------------|
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