

**CITY OF MINNEAPOLIS EMPLOYMENT AND TRAINING  
2021- 2022 MINNEAPOLIS YOUTH WORKS PROGRAM  
INTERNSHIP WORK READINESS SKILL ASSESSMENT TOOL**

<b>WIOA YOUTH INTERN'S NAME:</b>		<b>EMPLOYER:</b>		
<b>WIOA INTERNSHIP JOB TITLE:</b>		<b>WORKSITE SUPERVISOR/REVIEWER NAME:</b>		
<b>INTERN'S START DATE:</b>	<b>REVIEW DATE #1:</b>	<b>REVIEW DATE #2:</b>		
<b>Evaluation of Skills (check appropriate box)</b>				
*E = Exceeds Minimum Standard   *M = Meets Minimum Standard   *WIP = Work in Progress				<b>*E</b>
				<b>*M</b>
				<b>*WIP</b>
<b>ATTENDANCE:</b> Understanding work expectations for attendance and adhering to them. Notifying supervisor in advance in case of absence.				
<b>PUNCTUALITY:</b> Understanding work expectations for punctuality. Arriving on time for work, taking and returning from breaks on time and calling supervisor prior to being late.				
<b>WORKPLACE APPEARANCE:</b> Dressing appropriately for position and duties. Practicing personal hygiene appropriate for position and duties.				
<b>TAKING INITIATIVE:</b> Participating fully in task or project from initiation to completion. Initiating interaction with supervisor for next task upon completion of previous one.				
<b>QUALITY OF WORK:</b> Giving best effort, evaluating own work, utilizing feedback to improve work performance and striving to meet quality standards.				
<b>COMMUNICATION SKILLS:</b> Speaking clearly and communicating effectively both verbally and non-verbally. Listening attentively. Using language appropriate for work environment.				
<b>RESPONSE TO SUPERVISION:</b> Accepting direction, feedback, and constructive criticism with positive attitude and using information to improve work performance.				
<b>TEAMWORK:</b> Relating positively with co-workers. Working productively with individuals and teams. Respecting diversity in race, gender and culture.				
<b>PROBLEM-SOLVING/CRITICAL-THINKING:</b> Exercising sound reasoning and analytical thinking. Using knowledge and information from job to solve workplace problems.				
<b>WORKPLACE CULTURE POLICY AND SAFETY:</b> Demonstrating understanding of workplace culture and policy. Complying with health and safety rules. Exhibiting integrity and honesty.				
<b>Additional Comments Welcome:</b>				
<b><u>To meet the WIOA Minneapolis Youth Works Measurable Skills Gain:</u></b>				
1) The intern will earn at least <b>seven (7)</b> *Exceeds Minimum Standards and/or *Meets Minimum Standards checked boxes by Review Date #2.				
2) Intern must not have been fired from this internship experience.				
3) <b>Supervisor/Reviewer MUST verify that performance on the job was satisfactory at internship completion by checking Yes and initializing below:</b>				
_____ Yes                      _____ Supervisor/Reviewer Initials				
<b>WIOA Youth Intern's Signature:</b>		<b>Date:</b>	<b>Supervisor/Reviewer Signature:</b>	