|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Participant |  | Job Title |  | | | |
| Worksite |  | Evaluation Period: | From |  | To |  |

**Objectives:**

* Use computer accounting software (Intuit QuickBooks Pro) to enter information from financial records including back statements, invoices, and purchase order
* Produce financial statements such as Balance Sheets, income statements, and cash flow by account
* Use Microsoft applications, word processing, spreadsheets, and presentation to support organization operations

**Work Experiences:**

Uses word processing and spreadsheets

Inputs general ledger entries into computer accounting system

Runs financial statements, balance sheets, and income statements

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **AREA** | **FACTORS OF EVALUATION** | **NEED TO IMPROVE** | **FAIR** | **AVERAGE** | **ABOVE AVERAGE** | **COMMENTS** |
| **ATTENDANCE** | On the job daily, rarely absent, notifies when absence is unavoidable |  |  |  |  |  |
| **PUNCTUALITY** | Always on time, plans time well, promptly returns from lunch and breaks |  |  |  |  |  |
| **JUDGEMENT** | Actions generally based on sound reasoning |  |  |  |  |  |
| **WORK ASSIGNMENTS** | Grasps instructions readily, limited supervision required |  |  |  |  |  |
| **QUALITY** | Job performance meets quality standards |  |  |  |  |  |
| **QUANTITIY** | The ability and/or willingness to complete a project |  |  |  |  |  |
| **INTEREST** | Shows motivation and enthusiasm toward work and readily accepts work assignments |  |  |  |  |  |
| **EQUIPMENT/TOOLS OPERATIONS** | Safe, careful maintenance of equipment and tools needed to perform job |  |  |  |  |  |
| **APPEARANCE** | Dress appropriately for job, maintains personal hygiene |  |  |  |  |  |
| **TACT/COURTESY** | Polite, respectful and considerate to others. Works well with co-workers |  |  |  |  |  |