



Employability Score: 72 %

Date: 2016-03-11

Evaluator: Jon Torrence

Job-Seeker: John Doe

Teachable 77 %

Follows instructions and expectations	86 %
Requires minimal support. Usually meets expectations.	
Response to correction or suggestions for improvement	72 %
Usually responds positively to corrections / suggestions. Usually changes behavior resulting in a positive outcome.	
Focus on improvement (in performance and skills)	72 %
Frequently self-evaluates performance/skills. Usually motivated to learn and improve. Slow but continuous improvement. Learns if provided opportunity.	

Comments:

Punctuality 70 %

Attendance	71 %
Absences are infrequent. Usually prearranged. Work progress is slowed during absents. Work returns to normal immediately upon return.	
On-time attendance (tardies)	68 %
Occasionally late. Sometimes communicates. The information or work missed requires minimal resources from others to bring the employee up to speed or recover the productivity loss.	
Prepared to work with appropriate materials and attire	71 %
Usually prepared to work when the workday begins.	

Comments:

Problem Solving 73 %

Anticipates problems	72 %
Consistently analyzes problems. Consistently anticipates problems. Actions usually solve the problem. Support rarely needed.	
Perseverance	74 %
Perseveres when responding to challenges. Usually works at problems until resolved.	

Comments:

Productivity 70 %

Focus on the Task	66 %
Usually maintains focus on tasks. Sometimes distracted but rarely distracts others. Sometimes needs redirection. Can multitask but exhibits significant stress.	
Completion and Quality of Assignments	74 %
Usually completes assigned work on time. Quality usually meets and sometimes exceeds standards.	

Comments:

Communication 70 %

Listening skills	72 %
Is tuned in and interested. Rarely requires information to be repeated. Takes notes and clarifies critical information.	
Communication Skills	71 %
Verbal communication is clear and vocabulary is extensive. Written communication is professional and has no grammatical errors. Can alter communication style to match most situations.	
Appropriate language	68 %
Crude or disrespectful language is seldom used. Content seldom includes sexual innuendos or insensitive humor. Language is significantly improved depending on recipient.	