

**Project SEARCH Daily Internship Evaluation Rubric Guide
Work Related Behaviors**

Social Behavior

Criteria	1	2	3	4
Handles Stress	Can not work with any external or internal stress and often makes verbal and non-verbal outbursts that disrupt others.	Has verbal and non-verbal reactions to stress and has difficulty continuing to work effectively even with prompts or intervention.	Makes verbal or non-verbal reactions when in a stressful situation and has some difficulty staying on task. With some prompts can often return to work.	Can continue working productively in a stressful situations with limited verbal or non-verbal reactions
Makes Eye Contact	Rarely looks at others during conversation (at least below 50% of the time).	Looks at others during conversation consistently 50 - 70 % of the time.	Looks at others during conversation consistently 70 – 90 % of the time.	Looks at others during conversation consistently 90 – 100 % of the time.
Refrains from unnecessary social interaction	Talks consistently while others are working or during time s/he is supposed to be working and can't work productively during that time.	Talks often during the work day and interrupts others work. Even with prompts has difficulty refraining from conversation and returning to work.	Only talks a few times during the work day (2 – 3 times) in appropriate situations and can return to task.	Doesn't talk while working or less than one time per day.
Admits Mistakes	Denies making any mistakes and refuses to correct mistakes.	Refuses to correct mistake by making verbal and/or non-verbal reaction.	Makes statement and/or has non-verbal reaction to feedback bur corrects mistake 70 – 90% of the time.	States thank you and corrects mistake if possible 90-100% of the time.
Accepts praise	Not able to accept praise in an adult manner; has inappropriate behavior (giggles).	Accepts praise however, depends on verbal praise to continue working productively.	Accepts praise appropriately and is a motivator to continue working on an	Accepts praise and is able to use that as intrinsic motivation 90 – 100% of the time. They

			intermittent schedule. 70 – 90% of the time.	are able to accept praise and continue working whether or not they receive praise on a consistent basis.
Cooperative and Courteous	Student is often rude using behaviors such as loud sighs when asked to perform a task, ignoring, cursing, talk back to instructors or supervisors, etc. (at least 50% of the time), either verbally or non-verbally. They do not work well with other students or co-workers.	Student practices cooperative behaviors 50 – 70 % of the time: Follows instructions in a pleasant manner, positive conversation, practices teamwork, etc.	Student practices cooperative behaviors 70 – 70 % of the time: Follows instructions in a pleasant manner, positive conversation, practices teamwork, etc.	Students are cooperative, courteous, and friendly with all team members including co-workers, job coaches and fellow students 90 – 100 % of the time. They incorporate the business culture into their work behavior.

Communication

Criteria	1	2	3	4
Listens and pays attention	The student ignores any feedback or directions that impact their work most of the time (more than 50% of the time). They do not change any work behavior based on directions from co-workers or PS staff.	Listens and pays attention to job coach PS Instructor and internship staff about 50 - 70 % of the time. The rest of the time they ignore any feedback and continue working as they did before with no attempts to improve their work.	Listens and pays attention to job coach PS Instructor and internship staff about 70 – 90% of the time. They sometimes integrate what they have heard into their work to improve productivity & efficiency.	Listens and pays attention to job coach, co-workers and employer 90 – 100% of the time. They integrate what they hear into their daily work for improvement.
Expresses personal needs	Student can't express their personal needs and it negatively affects their work performance.	Students have trouble expressing their personal needs and only do so in appropriate ways about 50 – 70 % of the time.	Expresses their personal needs in an appropriate way and at appropriate times 70 - 90% of the time. This sometimes	Expresses their personal needs in an appropriate way and at appropriate times 90% of the time. This affects their work

			affects their work productivity and/or behavior.	productivity in a positive way.
Respects Rights and Privacy of Others	Students respect rights and privacy of others less than 50% of the time. They have trouble with body /personal space, confidentiality and interrupting.	Respect rights and privacy of others including their co-workers, fellow students and staff 50 - 70% of the time. This includes appropriate body space, keeping confidentiality, and general interrupting	Respect rights and privacy of others including their co-workers, fellow students and staff 70 - 90% of the time. This includes appropriate body space, keeping confidentiality, and general interrupting	Respect rights and privacy of others including their co-workers, fellow students and staff 90% of the time. This includes appropriate body space, keeping confidentiality, and general interrupting.
Asks for help or clarification when needed	Does not ask for help at appropriate times at work or in the classroom (less than 50% of the time). Either asks without trying to figure out the problem on own or does not ask at all. Problem solving is difficult.	Asks for help at appropriate times in work, or classroom setting when they don't understand the task at hand or how to proceed 50 - 70% of the time. This skill demonstrates problem solving and independent work skills.	Asks for help at appropriate times in work, or classroom setting when they don't understand the task at hand or how to proceed 70 - 90% of the time. This skill demonstrates problem solving and independent work skills.	Asks for help at appropriate times in work, or classroom setting when they don't understand the task at hand or how to proceed 90% or more of the time. This skill demonstrates problem solving and independent work skills.
Communicates adequately	Is able to make him/herself understood related to work issues, needs, questions, less than 50% of the time using either verbal or non-verbal communication.	Is able to make him/herself understood related to work issues, needs, questions, etc. Can use both verbal and non-verbal communication effectively 50 - 70% of the time.	Is able to make him/herself understood related to work issues, needs, questions, etc. Can use both verbal and non-verbal communication effectively 70 - 90% of the time.	Is able to make him/herself understood related to work issues, needs, questions, etc. Can use both verbal and non-verbal communication effectively 90% of the time.

Appearance

Criteria	1	2	3	4
Maintains clean appearance	Is well groomed including hair; clothes are clean, follows business dress code less than 50% of the time.	Is well groomed including hair; clothes are clean, follows business dress code 50 - 70 % of the time.	Is well groomed including hair; clothes are clean, follows business dress code 70 - 90% of the time.	Is well groomed including hair; clothes are clean, follows business dress code 90 – 100% of the time.
Dresses appropriate for the job	Wears appropriate clothes for each internship and follows the business dress code less than 50% of the time. This includes things life tattoos, body piercings, shoes, etc.	Wears appropriate clothes for each internship and follows the business dress code 50 – 70 % of the time. This includes things life tattoos, body piercings, shoes, etc.	Wears appropriate clothes for each internship and follows the business dress code 70 - 90% of the time. This includes things life tattoos, body piercings, shoes, etc.	Wears appropriate clothes for each internship and follows the business dress code 90 – 100% of the time. This includes things life tattoos, body piercings, shoes, etc.
Body hygiene	Practices daily grooming such as daily bath/shower, brushes teeth, grooms hair, uses deodorant, and other toiletries as needed less than 50% of the time. <i>Also takes appropriate medication and amounts on own.</i>	Practices daily grooming such as daily bath/shower, brushes teeth, grooms hair, uses deodorant, and other toiletries as needed 50 – 90% of the time. <i>Also takes appropriate medication and amounts on own.</i>	Practices daily grooming such as daily bath/shower, brushes teeth, grooms hair, uses deodorant, and other toiletries as needed 70 - 90% of the time. <i>Also takes appropriate medication and amounts on own.</i>	Practices daily grooming such as daily bath/shower, brushes teeth, grooms hair, uses deodorant, and other toiletries as needed 90 – 100% of the time. <i>Also takes appropriate medication and amounts on own.</i>

Job Performance

Criteria	1	2	3	4
Follows Directions	Follows directions from teacher, job coaches and employers/co-workers less than 50 % of the time. These directions will help	Follows directions from teacher, job coaches and employers/co-workers 50 – 70% of the time. These directions will help to improve	Follows directions from teacher, job coaches and employers/co-workers 70 – 90 % of the time. These	Follows directions from teacher, job coaches and employers/co-workers 90 – 100% of the time. These directions will help

	to improve the overall internship productivity and skill acquisition.	the overall internship productivity and skill acquisition.	directions will help to improve the overall internship productivity and skill acquisition.	to improve the overall internship productivity and skill acquisition.
Accepts constructive criticism/feed back	Follows directions from teacher, job coaches and employers/co-workers less than 50% of the time. These directions will help to improve the overall internship productivity and skill acquisition.	Follows directions from teacher, job coaches and employers/co-workers 50 – 70% of the time. These directions will help to improve the overall internship productivity and skill acquisition.	Follows directions from teacher, job coaches and employers/co-workers 70 – 90 % of the time. These directions will help to improve the overall internship productivity and skill acquisition.	Follows directions from teacher, job coaches and employers/co-workers 90 – 100% of the time. These directions will help to improve the overall internship productivity and skill acquisition.
Follows rules and regulations	Follows rules and regulations including discipline and code of conduct from the school and business less than 50 % of the time.	Follows rules and regulations including discipline and code of conduct from the school and business 50 – 70 % of the time.	Follows rules and regulations including discipline and code of conduct from the school and business 70 - 90% of the time.	Follows rules and regulations including discipline and code of conduct from the school and business 90 – 100 % of the time.
Maintains good attendance	Misses over 10 days per internship.	Attendance is an issues; misses over 5 days per internship.	Attends class and internships most of the time – only misses 2 – 3 days per internship.	Attends class and internships every day; only misses 1 or no days per internship.
Arrives on time for work and leaves on time		Does the following 50 – 70% of the time: arrives for internship on time and ready to work; returns from breaks and lunch on time and leaves on time to catch transportation.	Arrives for internship on time and ready to work; returns from breaks and lunch on time and leaves on time to catch transportation 70 – 90 % of the time.	Arrives for internship on time and ready to work each day; returns from breaks and lunch on time. Leaves on time to catch transportation. Does this 90 – 100% of the time.

Attends to job task consistently	Has difficulty attending to task and working consistently until all jobs are completed accurately; stays on task less than 50% of the time.	Keeps working until all tasks are completed accurately; takes a minimal amount of breaks 50 – 70% of the time.	Keeps working until all tasks are completed accurately; takes a minimal amount of breaks 70 – 90% of the time.	Keeps working until all tasks are completed accurately. Takes a minimal amount of breaks.
Completes job accurately	Meets industry standards for quality and accuracy less than 50% of the time.	Meets industry standards for quality and accuracy at least 50 - 70% of the time.	Meets industry standards for quality and accuracy 70 - 90% of the time.	Meets industry standards for quality and accuracy at least 90% of the time.
Works at appropriate pace	Meets industry standards for pace and productivity less than 50% of the time.	Meets industry standards for pace and productivity at least 50 - 70% of the time.	Meets industry standards for pace and productivity 70 - 90% of the time.	Meets industry standards for pace and productivity at least 90% of the time.
Initiates new tasks	Has difficulty finding new tasks when work is completed. If work is finished, they do not initiate any new work at least 50% of the time.	Requests or finds new tasks/work on own when initial work is completed. Attempts the task on own 50 – 70 % of the time.	Requests or finds new tasks/work on own when initial work is completed. Attempts the task on own 70 – 90% of the time.	Requests or finds new tasks/work on own when initial work is completed. Attempts the task on own 90 – 100 % of the time.
Works well with co-workers	Is a team player, courteous, polite and performs fair share of the work less than 50 % of the time.	Is a team player, courteous, polite and performs fair share of the work 50 - 70% of the time.	Is a good team player, courteous, polite and performs fair share of the work 70 - 90 % of the time.	Is a good team player, courteous, polite and performs fair share of the work 90 - 100% of the time.
Follows proper chain of command	Does not know who to ask about work issues. Often asks job coach or when they are uncertain about procedures. Gets needed information from co-workers or supervisors less than 50% of the time.	Understands “chain of command” and goes to appropriate supervisor to ask work questions or get needed information 50 - 70 % of the time.	Understands “chain of command” and goes to appropriate supervisor to ask work questions or get needed information 70 – 90 % of the time.	Understands “chain of command” and goes to appropriate supervisor to ask work questions or get needed information 90 – 100 % of the time.