

# GeorgiaBEST@Work

FREQUENCY OBSERVATION TOOL WBL/YAP Students					
Student Name:	Job Title:				
Teacher/Coordinator Name:	School Name:				
Organization/Company Name:	Supervisor/Observer Name:				
Work Start Date:	Date Observed:				
<p><b>DIRECTIONS:</b></p> <p>The headings in the red boxes are the standards of performance.</p> <p>The items in the left column under each of the red boxes are the attributes/competency/skills to be evaluated.</p> <p>The definitions for each attribute/competency/skill can be found at the end of this document for reference.</p> <p>Please place a check mark ✓ in the appropriate column to indicate evaluation of observed behavior or skill.</p>	<b>SELDOM OBSERVED</b> <i>Needs immediate improvement</i>	<b>OBSERVED SOMETIMES</b> <i>This competency/ skill is observed on an infrequent basis, there is a clear development opportunity here</i>	<b>OBSERVED</b> <i>This competency/ skill is observed, please continue to focus on it so that it is observed constantly without exception</i>	<b>CONSISTENTLY OBSERVED</b> <i>This competency/ skill is observed on a constant basis, everyone in contact with this person would observe excellence in this area</i>	<b>N/A</b>
Personal Characteristics					
Attitude					
Initiative					
Flexibility					
Organization					
Discipline					
Integrity					
Interactions with Others					
Respect					
Effective Communication					
Teamwork					
Employer Expectations					
Attendance and Punctuality					
Customer Service					
Critical Thinking and Problem Solving					
Technology Usage and Social Media Ethics					
Professionalism					
Adherence to Policy					
Technical Evaluation					
Proficiency of Job Tasks Identified on Training Plan					
<p><b>In order to attain a GeorgiaBEST@Work certificate:</b></p> <p>(1)* The student <b>must</b> have an 80% overall average rating of “observed” or higher.</p> <p>(2) The student <b>must</b> not have been fired from work during the evaluation period.</p> <p>(3) The student <b>must</b> maintain minimum employee performance evaluation of “meets standards.”</p> <p>(4) The teacher will submit this evaluation online and maintain a record of the original document according to school policy.</p> <p><small>*There are 15 attribute/competency/skill categories; the student <b>must</b> have been rated as “observed” or “consistently observed” in at least 12 of the 15 categories which is 80%.</small></p> <p><small>If a student is rated “seldom observed” in ANY category, the supervisor should provide a performance improvement plan and work with that individual to improve in that area. The student could still be eligible for a GeorgiaBEST@Work certificate if he/she shows improvement by the next rating period and meets the other criteria listed above.</small></p>	<p><b>Employee had satisfactory performance and has been observed for a period of at least 90 days:</b></p> <p>Supervisor's Signature: _____</p> <p>Student's Signature: _____</p> <p>Date: _____ (see page 2 for comments)</p>				

