

VOCATIONAL SUPPORT SERVICES  
LONG ISLAND CAMPUS

## SUPERVISOR EVALUATION

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Person Completing Form/Title: \_\_\_\_\_

Company Name/Location: \_\_\_\_\_

VSS Staff: \_\_\_\_\_

### GENERAL EXPECTATION

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The employee's punctuality is:

- |    |                   |    |               |
|----|-------------------|----|---------------|
| A. | Needs improvement | C. | Above average |
| B. | Satisfactory      | D. | Excellent     |

Comments:

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The employee's attendance is:

- |    |                   |    |               |
|----|-------------------|----|---------------|
| A. | Needs improvement | C. | Above average |
| B. | Meets standard    | D. | Excellent     |

Comments:

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The employee's productivity is:

- |    |                   |    |               |
|----|-------------------|----|---------------|
| A. | Needs improvement | C. | Above average |
| B. | Meets standard    | D. | Excellent     |

Comments:

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The employee's work pace is:

- |    |                   |    |               |
|----|-------------------|----|---------------|
| A. | Needs improvement | C. | Above average |
| B. | Meets standard    | D. | Excellent     |

Comments:

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The employee's time management is:

- |    |                   |    |               |
|----|-------------------|----|---------------|
| A. | Needs improvement | C. | Above average |
| B. | Meets standard    | D. | Excellent     |

Comments:

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The employee's communication with managers and co-workers is:

- |    |                   |    |               |
|----|-------------------|----|---------------|
| A. | Needs improvement | C. | Above average |
| B. | Meets standard    | D. | Excellent     |

Comments:

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The employee's appearance is:

- |    |                   |    |               |
|----|-------------------|----|---------------|
| A. | Needs improvement | C. | Above average |
| B. | Meets standard    | D. | Excellent     |

Comments:

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The employee's teamwork and ability to work with supervisors and coworkers is:

- |    |                   |    |               |
|----|-------------------|----|---------------|
| A. | Needs improvement | C. | Above average |
| B. | Meets standard    | D. | Excellent     |

Comments:

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Your overall appraisal of the employee is:

- |    |                   |    |               |
|----|-------------------|----|---------------|
| A. | Needs improvement | C. | Above average |
| B. | Meets standard    | D. | Excellent     |

Comments:

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The employee's quality and accuracy of work is:

- |    |                   |    |               |
|----|-------------------|----|---------------|
| A. | Needs improvement | C. | Above average |
| B. | Meets standard    | D. | Excellent     |

Comments:

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The employee follows work-related rules and policies:

- |    |                   |    |               |
|----|-------------------|----|---------------|
| A. | Needs improvement | C. | Above average |
| B. | Meets standard    | D. | Excellent     |

Comments:

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Other improvement areas identified by employer:

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Employers plans to address or alleviate issues:

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Areas exceeding expectations:

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General Comments:

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Employer Signature

Title

Date

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**JOB RETENTION ATTRIBUTES (FOR STAFF USE)**

The employee displays initiative:

- |    |                   |    |               |
|----|-------------------|----|---------------|
| A. | Needs improvement | C. | Above average |
| B. | Meets standard    | D. | Excellent     |

Comments:

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The employee demonstrates sound coping skills (Communicates, problem solves, self-regulates):

- |    |                   |    |               |
|----|-------------------|----|---------------|
| A. | Needs improvement | C. | Above average |
| B. | Meets standard    | D. | Excellent     |

Comments:

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The employee is able to learn new responsibilities:

- |    |                   |    |               |
|----|-------------------|----|---------------|
| A. | Needs improvement | C. | Above average |
| B. | Meets standard    | D. | Excellent     |

Comments:

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The employee is engaged with the work they do:

- |    |                   |    |               |
|----|-------------------|----|---------------|
| A. | Needs improvement | C. | Above average |
| B. | Meets standard    | D. | Excellent     |

Comments:

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The employee is resilient and can adapt to change:

- |    |                   |    |               |
|----|-------------------|----|---------------|
| A. | Needs improvement | C. | Above average |
| B. | Meets standard    | D. | Excellent     |

Comments:

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The employee exhibits self-direction:

- |    |                   |    |               |
|----|-------------------|----|---------------|
| A. | Needs improvement | C. | Above average |
| B. | Meets standard    | D. | Excellent     |

Comments:

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The employee can work as part of a team:

- |    |                   |    |               |
|----|-------------------|----|---------------|
| A. | Needs improvement | C. | Above average |
| B. | Meets standard    | D. | Excellent     |

Comments:

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The employee has a willing, can-do attitude:

- |    |                   |    |               |
|----|-------------------|----|---------------|
| A. | Needs improvement | C. | Above average |
| B. | Meets standard    | D. | Excellent     |

Comments:

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The employee demonstrates willingness to take responsibility:

- |    |                   |    |               |
|----|-------------------|----|---------------|
| A. | Needs improvement | C. | Above average |
| B. | Meets standard    | D. | Excellent     |

Comments:

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The employee accepts feedback from their supervisor:

- |    |                   |    |               |
|----|-------------------|----|---------------|
| A. | Needs improvement | C. | Above average |
| B. | Meets standard    | D. | Excellent     |

Comments:

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The employee asks for help or asks appropriate questions when needed:

- |    |                   |    |               |
|----|-------------------|----|---------------|
| A. | Needs improvement | C. | Above average |
| B. | Meets standard    | D. | Excellent     |

Comments:

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The employee makes sound decisions:

- |    |                   |    |               |
|----|-------------------|----|---------------|
| A. | Needs improvement | C. | Above average |
| B. | Meets standard    | D. | Excellent     |

Comments:

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Other improvement areas identified by employer:

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Employers plans to address or alleviate issues:

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Areas exceeding expectations:

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General Comments:

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Employer Signature

Title

Date