



Job Trial Appraisal

Placement Information	Client Name:	Dates:
	Program:	# of Trials:
	Placement Person:	Last Trial Date:
	Counsellor:	Paid/Non-Paid:
	Company Name:	Supervisor
	Duties:	

Competitive Non-Competitive Trial Inconclusive

Days Missed Days Late

Rate the following from 1 to 5: ① Alone Would Cause Termination ② Weak Area ③ Competitive/Acceptable ④ Strong Area ⑤ Excellent/Strength

Rate the Following		Week 1	Week 2	Comments
Appraisal	Dress/Hygiene			
	Speed			
	Quality			
	Ability to Learn Tasks			
	Gross Motor			
	Fine Finger			
	Eye/Hand Co-ordination			
	Initiative			
	Adaptability/Flexibility			
	Concentration			
	Organization			
	Relationship to Supervisor			
	Co-operation with Co-workers			
Ability to Handle Pressure				



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Job Trial Appraisal

Anecdotal

Overall Performance/Attitude:

Strengths:

Needs/Areas for Improvement:

Employer Comments:



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Other Comments/Findings/Concerns:

Environment:

Recommendations:



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Questions to ask at trial interview	What was productivity level?	<ul style="list-style-type: none"> • How did they perform in relation to other employees? • What was their percentage of production in relation to acceptable production? • Did you see an increase or decrease during duration of trial? • Ability to work under pressure?
	What was the quality of the product like?	<ul style="list-style-type: none"> • Percentage of errors? • Comparison to acceptable?
	Ability to take instructions?	<ul style="list-style-type: none"> • Did the client learn quickly? • How many times did you have to give demonstrations? • Were the instructions verbal, manual or both? • How did the client react to directions?
	Speed?	<ul style="list-style-type: none"> • How fast in comparison to normal standard – how did quality vary with speed? • Was speed consistent – could it be varied? • Did client show any sign of tiredness?
	Initiative?	<ul style="list-style-type: none"> • Did client work on own, or were they supported? • Did client do anything outside assigned responsibility?
	Work Habits?	<ul style="list-style-type: none"> • Attendance numbers? • Punctuality? • Use of breaks?
	Attention span concentration?	<ul style="list-style-type: none"> • Was the client task focussed? • Did they stay at their workstation and not look around? • Were they unduly influenced by their surroundings? • Did they talk too much?
	Judgement?	<ul style="list-style-type: none"> • Was client aware of their performance in overall production? • Were they able to spot errors? • Were they able to identify difficulties and ask for assistance?
	Relations with co-workers?	<ul style="list-style-type: none"> • Were they socially interacting? • Were they socially appropriate? • Did they make friends? • Did they speak with co-workers? • What did they do with free time?



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Questions to ask at trial interview	Hygiene and dress?	<ul style="list-style-type: none"> Anything that might have stood out or been inappropriate Consistency in grooming
	Adaptability?	<ul style="list-style-type: none"> How easily did the client fit? Were they comfortable with surrounding and use of environment? Related task: <ul style="list-style-type: none"> Could they change jobs and carry knowledge from task to task? Could they assist others? Did they give any indication of having prior training?
	Relations with supervisor?	<ul style="list-style-type: none"> How did they respond to direction and criticism? How much supervision was required to maintain production? How did it vary through weeks? Did they understand lines of authority? What was their relationship with supervisor task oriented or social?
	Emotional Stability?	<ul style="list-style-type: none"> Any personality quirks or disturbances Any emotional needs demonstrated out of place
	Motivation?	<ul style="list-style-type: none"> Did client seem eager to work? Was there enthusiasm? Any reluctance to do certain jobs What interested the client the most about the job?
	Motor skills?	<ul style="list-style-type: none"> Ability to do fine finger, gross motor, eye-hand co-ordination
	Attitude?	<ul style="list-style-type: none"> Did the client view the job as a job or as a social environment? Did the client take responsibility for completion of the task? Was the client demonstrating an interest in working and succeeding? Did they do any self-reflection in relationship to the job? Did the client take on the stability of the worker in the factory or maintain self as separate?
	Would employer hire?	Yes <input type="checkbox"/> No <input type="checkbox"/> If no, why not?
	What are placement interpretations of clients' performance and recommendations for future planning?	



Trial Appraisal – Definitions

Preamble

These definitions are assumed to run on a continuum from 1 (very un-acceptable) to 5 (excellent). A three level might be acceptable for a simple job and environment where the demands on an individual are minimal. A four or five level should be acceptable for more complex positions and a more demanding environment.

Definitions

<p>1. A) Punctuality/ attendance – intensity</p>	<ol style="list-style-type: none"> 1. late by a half hour or more. 2. late by a few minutes. 3. at work station on time, but late starting work. 4. starts work in time. 5. ready for work before starting time.
<p>1. B) Punctuality/ attendance – frequency</p>	<ol style="list-style-type: none"> 1. late/absent 2 to 5 times per week. 2. late/absent 1 to 2 times per week. 3. late/absent once in two weeks, calls in. 4. infrequently/late/absent – no trend – calls in. 5. never late/absent
<p>2. Dress/hygiene</p>	<ol style="list-style-type: none"> 1. never appropriately dressed and groomed. 2. sometimes appropriately dressed and groomed. 3. often appropriately dressed and groomed. 4. always appropriately dressed and groomed. 5. extra attentive to dress, grooming and hygiene.
<p>3. Speed/production</p>	<ol style="list-style-type: none"> 1. consistently slow speed and never meets production requirements. 2. inconsistent speed and rarely meets production requirements. 3. more consistent speed and often meets production requirements. 4. consistent speed and always meets production requirements. 5. often above production requirements.
<p>4. Quality</p>	<ol style="list-style-type: none"> 1. all work must be checked/cannot detect own errors. 2. frequent checking required/sometimes detects own errors. 3. infrequent checking required/often detects own errors. 4. no checking required/always detects own errors. 5. able to correct own work and check others.



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Definitions	5. Ability to understand instructions	<ol style="list-style-type: none"> 1. needs repeated instructions on simple tasks/no retention. 2. needs 2 or 3 instructions on simple tasks and occasional re-instruction. 3. needs one instruction on simple tasks with no re-instruction necessary; needs repeated instruction on complex tasks with occasional re-instruction. 4. needs 2 or 3 instructions for complex tasks with occasional re-instruction 5. usually 1 instruction for complex tasks with no re-instruction necessary.
	6. Motor skills	<ol style="list-style-type: none"> 1. poor gross motor, poor fine finger skills. 2. satisfactory gross motor, poor fine finger skills. 3. good gross motor, satisfactory fine finger skills. 4. good fine finger skills. 5. excellent fine finger skills.
	7. Eye/hand co-ordination	<ol style="list-style-type: none"> 1. incapable/ disability. 2. poor. 3. satisfactory. 4. good. 5. excellent.
	8. Initiative	<ol style="list-style-type: none"> 1. constantly needs attention to ensure production. 2. rarely needs attention to ensure production. 3. recognizes when to approach supervisor for more work or clarification and follows through. 4. follows through on work without needing supervision. 5. able to foresee work requirements and take appropriate action.
	9. Adaptability/flexibility	<ol style="list-style-type: none"> 1. no tolerance to a jobs pressures and changes. 2. usually able to handle a jobs pressures and changes. 3. handles a jobs pressures and changes, but needs assistance with new tasks. 4. handles new tasks with a minimum of assistance. 5. adapts easily to any new situations.
	10. Concentration	<ol style="list-style-type: none"> 1. frequently idle/distracted/bored. 2. often idle/distracted/bored. 3. usually maintains concentration with regular support. 4. maintains concentration with infrequent support. 5. maintains concentration independently.



Trial Appraisal – Definitions

Definitions	11. Organization	<ol style="list-style-type: none"> 1. not able to set up own workstation. 2. with cues is able to set up own work station. 3. able to organize own work but not most efficiently. 4. able to organize own work efficiently. 5. able to organize own work efficiently and others around him/her.
	12. Relation to supervisor	<ol style="list-style-type: none"> 1. unwilling to co-operate with supervisor. 2. generally co-operative but sometimes resistance. 3. co-operative and complaint to supervisor. 4. recognizes employer/employee roles and maintains appropriate dialogue. 5. effectively able to adapt to authority system of company.
	13. Co-operation with co-workers	<ol style="list-style-type: none"> 1. unwilling to co-operate with co-workers. 2. at times will co-operate with intervention. 3. usually co-operates without need of intervention. 4. co-operative and able to contribute to effective operation of team. 5. able to problem solve and minimize conflicts within the team.
	14. Peer relations	<ol style="list-style-type: none"> 1. little interaction - withdrawn, moody, overly shy. 2. some interaction – but often, inappropriate or negative: mean, aggressive, fawning. 3. some interaction – but usually appropriate and positive. 4. appropriate level of interaction – positive, able to establish friendships. 5. effectively able to interact within the social system of the company, empathetic to others feelings.
	15. Attitude	<ol style="list-style-type: none"> 1. shows little motivation, interest, commitment. 2. shows some motivation, interest and commitment, but sporadic or short lived; requires a lot of support. 3. usually motivated; requires some support. 4. self-directed motivation; requires minimal support. 5. self-directed motivation; able to motivate others; no support necessary.