**TOM**

**Fundamental Skills**

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| **Fundamental Skill** | **Score?**  **(Out of 4)** | **Reasoning/Why?** |
| **Organization of time and work station** | 3 | I give him a three because since he took a smoke break during the working period, he fell behind by 30 minutes on schedule. |
| **Ability to follow instructions** | 2.5 | I give him a 2.5 because he was on task doing all the shipping with Susan but in the morning when he was doing al the shipping, he took a smoke break in between which caused the shipping to be 30 minutes behind. |

**Personal Management Skills**

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| **Personal Management Skills** | **Score?**  **(Out of 4)** | **Reasoning/Why?** |
| **Appearance** | **N/A** | **N/A** |
| **Attendance** | **N/A** | **N/A** |
| **Punctuality** | **4** | **I give him a four because when it comes to work, he is usually always at least 20 minutes early and always plans ahead.** |
| **Dependability** | **3** | **I give him a 3 because on dependability because occasionally when** |
| **Initiative** | **3** | **I gave Tom a 3 on initiative learning because he is able to do all the stacking all alone but then he might get off task or he will need someone else to get this through for him.** |
| **Progress** | **3** | **I give him a three because he is able to work with Susan and get his work finished for the day, but when he is working with Jack, he took a smoke break which caused them to finish the shipping 30 minutes later.** |

**Teamwork Skills**

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| **Teamwork Skills** | **Score?** | **Reasoning/Why?** |
| **Ability to get along with people** | **4** | **I gave him a four on getting along with others because he was able to get along with all the other people in his office without any trouble.** |
| **Co-operation** | **4** | **I gave him a four on cooperation because he was able to work dependently with Susan and get work done for the day as well as solve problems.** |
| **Quality of work** | **3** | **I give him a 3 on his quality of work because he is able to work well with others but doesn’t do as well as working as an individual.** |

**LISA**

**Fundamental Skills**

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| **Fundamental Skill** | **Score?**  **(Out of 4)** | **Reasoning/ Why?** |
| **Organization of time and work station** | 3.5 | I gave her a 3.5 of her organization of her time and work station because except that one time where she was 20 minutes late for work caused her to fall behind on work but other than that, she still is able to get through her projects. |
| **Ability to follow instructions** | 4 | I gave her a 4 on being able to follow instructions because when she was in the meeting with Sam, she wrote down all important notes down that Sam said for the new project that was given to her. |

**Personal Management Skills**

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| **Personal Management Skills** | **Score?**  **(Out of 4)** | **Reasoning/ Why?** |
| **Appearance** | **2** | **I give her a 2 on her appearance because when she was getting ready for work, she was in her navy jeans and her blouse top which is casual and not for proper work attire.** |
| **Attendance** | **4** | **I give her a 4 out of 4 on attendance because rarely she is absent and always at work every workday.** |
| **Punctuality** | **3** | **I give her a three on her punctuality because she usually is on time but since she woke up late and missed the bus, today she ended up 20 minutes late for work.** |
| **Dependability** | **4** | **I gave her a 4 on her Dependability because when it comes to projects or anything related to work, most of her colleagues would always rely on her for assistance.** |
| **Initiative** | **4** | **I gave her a 4 on her initiative learning because she is always looking forward and is always the first one to projects.** |
| **Progress** | **N/A** | **N/A** |

**Teamwork Skills**

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| --- | --- | --- |
| **Teamwork Skills** | **Score?**  **(Out of 4)** | **Reasoning/Why?** |
| **Ability to get along with people** | **4** | **I gave her a four on her ability to getting along with people because she is really easy going and all of colleagues get along with her really easily without any problems.** |
| **Co-operation** | **N/A** | **N/A** |
| **Quality of work** | **4** | **I give her a four on her quality of work because since Lisa was thinking of all the steps she had in mind for the project and also taking every important detail that Sam says to her also means that she will do well on the project.** |