

First – Second & Third Week Assessment Scale

First-Week Assessment Scale

- Did I take advantage of learning opportunities?
- Did I avoid making too many first-week mistakes?
- How was my application of job skills?
- My grooming?
- My level of concentration?
- My success at remembering names?
- How were my first-week listening skills?
- Did my personal productivity improve?
- Did I make a good impression on my coworkers?
- Did I make a good impression on my supervisor?

Second-Week Assessment Scale

- How is my learning progress after two weeks?
- How is my progress in building good relationships with coworkers?
- How am I doing in closing my personal productivity gap?
- How do I rate my patience with others?
- Am I building a strong relationship with my supervisor?
- How do I feel about my personal confidence?
- What about my ability to relax and enjoy my work?
- Do I remain positive in all situations?
- How are my health and energy level?
- How do I feel about myself?

Third-Week Assessment Scale

- Have I increased my personal productivity to my best level?
- What about the quality of my work?
- How are my human relations skills?
- How is my on-time and absentee record?
- Am I maintaining a good visual image?
- Have I reduced the number of my mistakes at a fast enough pace?
- How about my verbal skills?
- Have I succeeded in not showing a negative attitude?
- Have I taken full advantage of all opportunities?
- How do I rate my professional growth and image so far?