

**EMPLOYER’S FORM**

*“Enabling transformation and change through trained educators and youth workers and inclusive workplace environments by creating an innovative methodology and resources for the development of life skills and employability competences in young adults with learning disabilities and difficulties, while supporting their transition into inclusive workplaces.”*

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Dear Employer,

This form is designed to help you track the progress and work efficiency of a new employee with disabilities. It allows you to evaluate key aspects of their performance over time, providing valuable insights into their strengths and areas where support may be needed. By completing this form, you can ensure that the employee receives the guidance and resources necessary to succeed in their role.

Thank you for your dedication!

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Mentor’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Mentee’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer's name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the following pages you will find the empty form, complete it according to your employee's progress.

Answer the questions below using this scale:  
1 - Strongly Disagree  
2 - Disagree  
3 - Neither Agree nor Disagree  
4 - Agree  
5 - Strongly Agree

**SKILLS AND WORK HABITS:**

1 - 2 - 3 - 4 - 5 The employee is sticking to their work schedule.

1 - 2 - 3 - 4 - 5 The employee’s focus on tasks has improved.

1 - 2 - 3 - 4 - 5 The employee easily moves from one task to another.

1 - 2 - 3 - 4 - 5 The employee manages to complete the tasks entirely without getting

distracted/frustrated.

**UNDERSTANDING INSTRUCTIONS/TASKS:**

1 - 2 - 3 - 4 - 5 The employee understands the given instructions/tasks.

**ATTITUDE TOWARDS WORK:**

1 - 2 - 3 - 4 - 5 The employee takes the job seriously.

1 - 2 - 3 - 4 - 5 The employee respects the rules of the workplace.

**COMMUNICATION:**

1 - 2 - 3 - 4 - 5 The employee has no problem talking to coworkers/employers.

1 - 2 - 3 - 4 - 5 The employee knows **how** to ask for help.

1 - 2 - 3 - 4 - 5 The employee knows **who** to ask for help if I have a problem.

1 - 2 - 3 - 4 - 5 The employee makes a difference in the work efficiency.

1 - 2 - 3 - 4 - 5 The employee helps take part of the work from other employees.

**How does the mentee impact other employees?  
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**COMMENTS AND NOTES:**

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