

# Using a Worksheet to Evaluate Skill Demonstrations After Training

Directions: Fill in the Tasks and Steps you wish to evaluate in the first column. Use column two to document why the Tasks and Steps are important. The third column is used to rate the importance of the Task and Step. The next column is the rating given and the final column is for any comments you feel are needed. There is a completed sample following this blank form.

Tasks and Steps	Why Important?  Consider Safety, Production, and Maintenance  If this job task or step is not done correctly, what would be the consequence?	Importance  1 = Important 2 = Very Important 3 = Critical	Satisfactory or Needs Work	Comments
1.				
2.				

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3.				
4.				
5.				
6.				
7.				
8.				



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Note: The following is a sample worksheet used in evaluating the performance of specific tasks.

**Objective: Learner will demonstrate and explain how to safely and effectively load trucks.**

Tasks and Steps	Why Important?	Importance	Satisfactory or Needs Work	Comments
Obtain loading instructions specific to the van or flatbed.	Check with foreman. Improper loading costs time and money.	2		
Check truck position: <ul style="list-style-type: none"> <li>• Backed in properly?</li> <li>• Wheels chocked?</li> <li>• Engine off?</li> <li>• Has the driver turned in keys?</li> </ul>	<p>Personal injury, equipment damage, difficulty in installing the dock plate and more load time if truck is not positioned.</p> <p>Operator must guide truck into proper position when backing, operator should be on driver's side when guiding a truck, operator should wear orange vest when guiding trucks, operator should be aware of obstructions when backing trucks.</p> <p>Before beginning to load the truck, the operator must make sure wheels of the truck are chocked; truck may move if the wheels are not chocked.</p> <p>The foreman can authorize a driver to leave engine running (precautions must be taken in this instance).</p>	3		



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Open loading screen.	The loading screen should be closed (fall prevention) unless trucks are being loaded.	1		
Install dock plate.	Make sure area is clear, make sure truck is fully backed into loading dock before attempting to place dock plate.	1		
Check trailer for cleanliness:  <ul style="list-style-type: none"> <li>• Fill out rejection form if not suitable.</li> <li>• Check with supervisor for unusual problems.</li> </ul>	Check for holes, insects, general conditions, odors, leaks in top.  Unsatisfactory trailers could cause a truckload of product to be rejected on delivery.	3		
Load according to pattern.	See duty 4—general lift truck operations.  Incorrect loading could lead to the load shifting, causing product damage and downstream consequences.	2		
Remove dock plate:  <ul style="list-style-type: none"> <li>• Make sure area is clear.</li> <li>• Back away from dock slowly.</li> </ul> Place dock plate in storage area.	Properly stored equipment or materials make for a safe and productive workplace.  Identify proper storage areas for dock plates.	1		
Install screen.	It is important for good manufacturing practices to close door after loading trucks. This prevents employees from walking off of dock and falling.	2		

Source: *Job Training Analysis: A Process for Quickly Developing a Roadmap for Teaching and Evaluating Job Skills*, National Institute for Occupational Safety and Health, 2006

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