

Work-Based Learning Experience Evaluation Report



Trainee _____ Supervisor/Mentor _____ Training Site _____

Directions: Evaluate the personal qualities below for your student. Score the student by using the numerical key below to mark the appropriate space. Rate the student's performance using the numerical key below. Your report will be used in determining a grade and for counseling the student. Careful attention should be given so as to present a true picture of the student's work and progress each grading period.

KEY: Evaluation Score

60%-1 = Performance Improvement Needed: Needs to have a strategy to improve this skill

70%-2 = Developing: Developing this skill; learning to address challenges related to this skill; aware of next steps

80%-3 = Competent: Demonstrates this skill; aware of the importance of this skill

90%-4 = Proficient: Consistently demonstrates this skill; shows initiative to learn about, enhance or apply this skill

100%-5 = Advanced: Exceeds expectations; works with high level of independence, acts as a role model, or shows initiative to apply and extend this skill

N/A= if Profile Element does not apply

Profile Element 21 st Century Learning And Innovation Skills	Comments Notes, goals, and reflections for Reviews 1 & 2	
• Performance Expectations	Review Date & Score	Comments
Attendance, Appearance, Punctuality <ul style="list-style-type: none"> • Arrives on time and prepared for work • Provides sufficient notice if unable to report for work • Dresses appropriately for position and duties (clean and neat) • Wears ID Badge (if applicable) • Practices personal hygiene for position and duties 	Review 1	
	Review 2	
Initiative, Motivation, Self-Direction, Integrity <ul style="list-style-type: none"> • Participates fully in tasks or projects from start to finish • Initiates interaction with supervisor for next task or project upon successful completion of previous one • Able to work with little supervision; dependable • Uses good judgement • Adheres to company policy regarding cell phones and social media. • Complies with health and safety rules for the workplace 	Review 1	
	Review 2	
Communication <ul style="list-style-type: none"> • Communicates effectively, orally and in writing, using the language and vocabulary appropriate to a variety of audiences within the workplace including coworkers, supervisors, and customers • Demonstrates active listening skills; focuses attentively, makes eye contact or other affirming gestures, confirms understanding and follows directions 	Review 1	
	Review 2	
Teamwork and Collaboration <ul style="list-style-type: none"> • Works productively with co-workers, individually and in teams; supports organization's mission and goals • Accepts direction and constructive feedback with positive attitude • Cooperative 	Review 1	
	Review 2	
Knowing how to learn <ul style="list-style-type: none"> • Eager, willing, and observes to learn 	Review 1	

<ul style="list-style-type: none">Asks questionsManages time effectively		Review 2	
Information Technology/Media <ul style="list-style-type: none">Knows how to locate necessary information to perform tasksUses digital media literacy to identify, access and analyze information		Review 1	
		Review 2	
Global Perspective <ul style="list-style-type: none">Identifies and respects cultural diversityUnderstands social/economic relationship impact on the jobSeeks to work towards conflict resolution		Review 1	
		Review 2	
Creativity/Innovation <ul style="list-style-type: none">Introduces new ideas or methods for task or work process, thinks outside the box		Review 1	
		Review 2	
Critical Thinking and Problem Solving <ul style="list-style-type: none">Notifies and identifies challenges and problems that arise in the workplaceBrings concerns to attention of supervisors when appropriateDevelops solutions to challenges and problems by analyzing available information and looking at options, guided by expectations for the position and goals of the organization.		Review 1	
		Review 2	
List Job Tasks			
		Review 1	
		Review 2	
		Review 1	
		Review 2	
		Review 1	
		Review 2	
Signatures	Review 1	Review 2	
Student			
School Personnel			
Supervisor			