|  |
| --- |
| Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Worksite: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Learning Period: From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

### LEARNING TARGETS:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Scale: 4=Exceeds work place standard 3=Meets workplace standard 2=Progressing toward workplace standard1=No progress made toward workplace standard NA=Not Applicable | | | | | | | |
|  |  | 4 | 3 | 2 | 1 | NA | COMMENTS |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |

### EVALUATION:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Scale: 4=Exceeds work place standard 3=Meets workplace standard 2=Progressing toward workplace standard1=No progress made toward workplace standard NA=Not Applicable | | | | | | | |
|  |  | 4 | 3 | 2 | 1 | NA | COMMENTS |
|  | BASIC SKILLS |  | | | | | |
| 1 | Reading skills for job |  |  |  |  |  |  |
| 2 | Writing skills for job |  |  |  |  |  |  |
| 3 | Math skills for job |  |  |  |  |  |  |
| 4 | Speaking skills for job |  |  |  |  |  |  |
| 5 | Listening skills for job |  |  |  |  |  |  |
| 6 | Technology skills for job |  |  |  |  |  |  |
|  | THINKING SKILLS |  | | | | | |
| 7 | Follows job safety and health rules |  |  |  |  |  |  |
| 8 | Follows directions and asks for clarification |  |  |  |  |  |  |
| 9 | Shows good judgment (plans tasks) |  |  |  |  |  |  |
| 10 | Problem solving |  |  |  |  |  |  |
| 11 | Decision making |  |  |  |  |  |  |
|  | PERSONAL QUALITIES |  | | | | | |
| 12 | Demonstrates punctuality |  |  |  |  |  |  |
| 13 | Meets attendance standards |  |  |  |  |  |  |
| 14 | Gives timely notice of absences |  |  |  |  |  |  |
| 15 | Maintains appropriate personal hygiene and dress |  |  |  |  |  |  |
| 16 | Cooperates with co-workers |  |  |  |  |  |  |
| 17 | Responds appropriately to supervisors |  |  |  |  |  |  |
| 18 | Demonstrates appropriate work-site behavior |  |  |  |  |  |  |
| 19 | Reacts appropriately to constructive criticism |  |  |  |  |  |  |
| 20 | Completes tasks/assignments on time |  |  |  |  |  |  |
| 21 | Shows initiative (self starter) |  |  |  |  |  |  |
| 22 | Is responsible (business-like attitude) |  |  |  |  |  |  |
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