

# **WORK-BASED EXPERIENCE STUDENT EVALUATION FORM**

Student Name \_\_\_\_\_ College \_\_\_\_\_

Advisor \_\_\_\_\_

Work-Site Visited _____	Type of Experience: ____ Internship ____ Externship ____ Apprenticeship ____ Co-op Other (describe) _____
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Address \_\_\_\_\_ Telephone \_\_\_\_\_  
P.O. Box or Street      City      State      Zip

**DIRECTIONS:** For each statement below, please circle the number which best describes the amount of knowledge you have gained about each kind of activity:  
 0 = area not covered; 1 = none; 2 = little; 3 = some; 4 = a lot.

1. Duties required, working hours and working conditions 0 1 2 3 4
2. Skills required 0 1 2 3 4
3. Necessary employee work habits and attitudes 0 1 2 3 4
4. Training requirements, licensing, courses or education needed, cost of education, etc. 0 1 2 3 4
5. Entry-level jobs and advancement opportunities 0 1 2 3 4
6. Organizational structure of the company or business 0 1 2 3 4
7. Information about the job market, employee supply and demand 0 1 2 3 4
8. The importance of career planning 0 1 2 3 4
9. Where and how to get additional career information 0 1 2 3 4
10. Job-seeking skills: contacting employers, selling yourself, interviewing, resume' writing, etc. 0 1 2 3 4

**In general, how do you rate your Work-Based Learning Experience?**  
 \_\_\_\_\_Poor    \_\_\_\_\_Fair    \_\_\_\_\_Good    \_\_\_\_\_Excellent

## Student Evaluation (Continued)

How would you rate the business preparation for your career mentoring experience?

\_\_\_\_\_Poor      \_\_\_\_\_Fair      \_\_\_\_\_Good      \_\_\_\_\_Excellent

1. Briefly explain what you did in the Work-Based Learning Experience.
2. What did you learn that was most important to you?
3. What did you learn that was least important to you?
4. How did this program change your thinking about your career plans?
5. Did you write a thank-you letter to your work-site coordinator?
6. What will be your next step in getting more information about this career or other careers and/or planning career-related training?
7. Would you recommend this work-based experience to other students? Why or why not?

RETURN EVALUATION FORM TO YOUR COORDINATOR WITHIN ONE WEEK OF YOUR LAST WORK-SITE VISIT.

## WORK-BASED LEARNING PROGRAM EVALUATION WORK-SITE FEEDBACK

Thank you very much for your participation in the Work-Based Learning (WBL) Program. Please complete this evaluation form and return it to the address below. We appreciate your responses. Your feedback will help up develop a better program next year.

NAME \_\_\_\_\_

OCCUPATION \_\_\_\_\_

FIRM \_\_\_\_\_

TELEPHONE \_\_\_\_\_

NAME OF STUDENT(S) \_\_\_\_\_

Please use the following rating system for your evaluation:

0 = Poor

1 = Fair

2 = Good

3 = Excellent

- |  |   |   |   |   |
|--|---|---|---|---|
| 1. In general, how would you rate the Work-Based Learning Program?                                   | 0 | 1 | 2 | 3 |
| 2. Please evaluate your student's preparation, attitude and fulfillment of his/her responsibilities. | 0 | 1 | 2 | 3 |
| 3. How would you evaluate the program's materials you received?                                      | 0 | 1 | 2 | 3 |
| 4. Please evaluate the communications you received before the Work-Based Learning process began.     | 0 | 1 | 2 | 3 |
| 5. To what degree do you feel this was a worthwhile experience for the student?                      | 0 | 1 | 2 | 3 |

May we call you again for career education projects? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please give any additional comments on your Work-Based Learning experience or provide suggestions for program improvement.

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Please return this form as soon as possible to:

Contact Name \_\_\_\_\_

Address \_\_\_\_\_  
P.O. Box or Street                      City                      State                      Zip

*Thank You!*

## WORK-BASED EXPERIENCE EMPLOYER EVALUATION FORM

Student \_\_\_\_\_

Training Station \_\_\_\_\_

PROCESS/WORKPLACE SKILL	OBJECTIVE	NEEDS DEVELOPMENT	COMPETENT	PROFICIENT	NA
PROBLEM SOLVING	Systematically analyzes a task; plans, organizes and completes it				
	Follows the rules, directions or instructions to complete a task				
	Given multiple tasks, can prioritize them according to importance and completes them in a timely manner				
	Can identify resources needed to complete the task				
COMMUNICATIONS	Uses correct grammar when speaking and writing				
	Can take a position and communicate ideas to justify it				
	Performs a task after listening to oral information				
	Can analyze verbal and nonverbal communications from supervisors, peers and customers; takes appropriate action				
WORKING WITH OTHERS	Understands what it takes to develop an effective team, including team rules, behavior norms, team roles, communications and decision practices				
	Performs effectively in both leadership and non-leadership roles				
	Placed in situations of conflict, demonstrates ability to mediate and resolve conflict				
	Given a complaint, understands policies and practices and takes appropriate action				
	Understands the chain of command and how to function within guidelines				
	Participates in group decisions and takes action to meet goals				
	Demonstrates the ability to recognize difference of opinion within a group and works toward a consensus				

## WORK-BASED LEARNING EMPLOYER EVALUATION FORM (Continued)

PROCESS/WORKPLACE SKILL	OBJECTIVE	NEEDS DEVELOPMENT	COMPETENT	PROFICIENT	NA
TECHNOLOGY	Demonstrates ability to set up computer equipment				
	Demonstrates ability to operate computer equipment				
	Demonstrates ability to obtain and exchange information by using on-line sources				
	Demonstrates ability to use word processing				
	Demonstrates ability to use multiple software packages				
	Demonstrates ability to create and use databases, spreadsheets and graphics				
	Demonstrates ability to use telecommunications				
	Given a task, selects and uses appropriate technology and procedure for a solution				
SELF MANAGEMENT	Understands what is expected of an employee				
	Punctual with appointments, completion of tasks and able to handle unavoidable delays				
	Stays with an assignment or task to completion				
	Demonstrates self-motivation				
	Works independently without direct supervision				
	Takes steps appropriate to developing new ideas to improve a given situation				
	Chooses an ethical course of action				
	Dresses appropriately for the job				
	Demonstrates sound safety practices				
	Checks quality of one's work and takes action to correct mistakes				
	Demonstrates good attendance				

## WORK-BASED EXPERIENCE EMPLOYER EVALUATION FORM (Continued)

OTHER SKILLS RELATED TO THE OCCUPATION THAT HAVE BEEN MASTERED:

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\_\_\_\_\_  
**Student**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employer Evaluator**

\_\_\_\_\_  
**Date**

# **WORK-BASED EXPERIENCE EMPLOYER EVALUATION FORM**

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Student</b>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Date</b>
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Employer</b>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Rated by</b>

**5 = Excellent      4 = Above Average      3 = Average      2 = Below Average      1 = Poor**

<b>PERSONAL TRAITS</b>		<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	
1.	Listens carefully to instructors						Poor Listener
2.	Catches on first time						Need repeated instructions
3.	Positive response to criticism						Negative response to criticism
4.	Works well with other employees						Poor team worker
5.	Exhibits self-control						Loses control easily
6.	Makes appropriate appearance						Should improve appearance
7.	Can be depended upon						Is not reliable
8.	Is self-confident						Lacks confidence
9.	Shows initiative						Performs only routine duties

<b>Attendance</b>		<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	
10.	Emergency absence only						Frequent absences
11.	Arrives on time						Frequently late

<b>Job Traits</b>		<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	
12.	Seeks understanding of Business operations						Never asks questions
13.	Exhibits knowledge of product information						Need to study
14.	Keeps work area orderly						Is Careless
15.	Performs general work Assignments accurately						Frequent Errors
16.	Performs necessary mathematics With accuracy						Frequent Errors
17.	Completes work assignments						Is not thorough
18.	A good representative of the business						Creates negative image
19.	Uses equipment properly						Damages equipment

## WORK-BASED EXPERIENCE EMPLOYER EVALUATION FORM

Student \_\_\_\_\_

Training Station \_\_\_\_\_

Date \_\_\_\_\_

Please check the rating most Applicable by the following scale:	Excellent	Above Average	Average	Below Average	Poor	Comments
1. Appropriate Appearance						
2. Mental Maturity						
3. Personality						
4. Punctuality						
5. Dependability						
6. Industriousness						
7. Enthusiasm						
8. Initiative						
9. Tact						
10. Desire to Learn						
11. Self Confidence						
12. Cooperation						
13. Loyalty						
14. Teamwork Ability						
15. Follows Company Policy						
General Comments:						
Evaluated by: _____				Coordinated by: _____		
Position _____				School _____		



**WORK-BASED EXPERIENCE  
EMPLOYER EVALUATION FORM**

**Student** \_\_\_\_\_

**Date** \_\_\_\_\_

**Employer** \_\_\_\_\_

**Rated by** \_\_\_\_\_

**RATINGS ARE ASSIGNED USING THE FOLLOWING SCALE:**

- 1. Excellent; above average**
- 2. Acceptable; improvement possible**
- 3. Not acceptable; needs significant improvement**

<b>Human Resource Foundations</b>	<b>1</b>	<b>2</b>	<b>3</b>
Dresses appropriately			
Maintains positive attitude			
Demonstrates interest and enthusiasm for job			
Demonstrates responsible behavior			
Demonstrates honest and integrity			
Demonstrates orderly and systematic behavior			
Demonstrates initiative			
Demonstrates self-control			
Uses feedback for personal growth			
Adjusts to change			
Shows empathy for others			
Asserts self appropriately			
Reports to work promptly and regularly			
Produces quality work			
Produces appropriate quantity of work			
Manages time wisely			
Follows directions			
Communicates well with others			