

Work Experience Checksheet

Purpose: Students will gain practical experience getting, keeping and leaving a job.

Teacher will:

Review application and interview skills.
Review job keeping skills.
Arrange for campus jobs.
Visit students on the job at least one time.
Complete the project evaluation.
Go over evaluations with each student.



Supervisors will:

Review application and interview student.
Supervise a student for three hours.
Explain the job position to the student.
Teach the student one skill related to the job.
Evaluate the student using the employee evaluation.
Accept the student's letter of resignation & thanks.
Write a letter of recommendation for the student.



Students will:

(date and initial as each of the following activities is completed)

- _____ Choose the job they would like to have.
- _____ Apply for the job.
- _____ Interview for the job.
- _____ Apply and interview for another job if needed.
- _____ Work at the job for three hours.
- _____ Go over the employee evaluation with supervisor.
- _____ Write a letter of resignation & thanks.
- _____ Ask for a letter of recommendation.
- _____ Give a five-minute report to the class about the job.
- _____ Review the project evaluation with the teacher.



Employee Evaluation

Skill Area	Excellent	Fair	Poor
Punctual - on time every day			
Attendance - comes to work every day			
Follows directions and listens to supervisor			
Completes job assignments			
Gets along with co-workers			
Shows respect and listens to supervisor			
Takes initiative with work tasks			
Is helpful to co-workers and others			
Has a positive attitude			
Works hard to do his/her best			

Comments:

Project Evaluation

Skill Area	Excellent Work 4 points	Good Work 3 points	Satisfactory Work 2 points	Poor Work 1 point
Application				
Interview				
Punctuality				
Attendance				
Positive communication				
Positive attitude				
Works hard				
Shows respect				
Employee evaluation				
Classroom report				

What did you learn? _____

In what area do you need to grow? _____

Teacher comments: _____