

(SAMPLE)
WORK-BASED LEARNING
POTENTIAL TRAINING STATION/AGENCY EVALUATION CHECK SHEET

Potential Training Site _____ Mentor _____

Address _____ Telephone _____

Date of Interview _____ Person Interviewed _____

Job Classifications Available:

Job Entrance Tests: Yes No What Types? _____

Skill Standards Required:

	Yes	No
Does the attitude of the employer seem conducive to effective cooperation with the school in the operation of work-based learning?		
Are there provisions for a range of on-the-job experiences?		
Are the equipment and facilities satisfactory?		
Is the employer willing to work with the Cooperative Education Teacher-Coordinator to develop a training plan for a specific career objective?		
Does the potential training station/agency employee morale seem conducive to satisfactory relationships for students?		
Does the instructional potential of the training station seem satisfactory?		
Is the training station satisfactorily located?		
Will the monetary compensation be adequate?		

(Over)

	Yes	No
Did the employer ask to see a transcript or to be provided with documentation of acceptable academic performance and attendance?		
Does the employer agree to cooperate with the school to train a student?		
Are the wages to be paid to students comparable to that paid to other beginning learners in the position?		
Does the employer agree to rotate the student through various job processes upon reaching the proficiency level required for satisfactory performance in the career?		
Does the employer agree to observe all applicable child labor and wage laws and be in compliance with the Office for Civil Right regulations?		
Does the employer agree that the student will not displace a full-time worker?		
Does the employer agree to work the student a minimum of fifteen (15) hours per week?		
Does the employer agree to objectively evaluate the competencies demonstrated by the student on skills identified in the training agreement?		
Does the employer agree to train the student during school release time?		
Is the training station within reasonable travel distance of the school?		
Does the training station meet other criteria as outlined in the <i>Work-Based Learning Manual</i> ?		

Comments:

Signed: _____

Date: _____