

**(SAMPLE)**  
**WORK-BASED LEARNING INTRODUCTION CARD**

TO: \_\_\_\_\_ at \_\_\_\_\_

This will introduce \_\_\_\_\_ who is enrolled in Work-Based Learning  
 at \_\_\_\_\_  
(school name) (address)

This student is interested in the position of \_\_\_\_\_

Appointment Date \_\_\_\_\_ Time \_\_\_\_\_

\_\_\_\_\_  
 Cooperative Education Teacher-Coordinator

*Please complete the remainder of this card and return to school in the attached envelope.*

Evaluation of \_\_\_\_\_ during interview:

<b>Appearance</b>	Favorable <input type="checkbox"/>	Acceptable <input type="checkbox"/>	Unfavorable <input type="checkbox"/>
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*Comments:*

<b>Poise</b>	At Ease <input type="checkbox"/>	Composed <input type="checkbox"/>	Nervous <input type="checkbox"/>
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*Comments:*

<b>Attitude</b>	Cooperative <input type="checkbox"/>	Reserved <input type="checkbox"/>	Arrogant <input type="checkbox"/>
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*Comments:*

<b>Verbal Expression</b>	Clear/Logical <input type="checkbox"/>	Poor Grammar <input type="checkbox"/>	Unclear <input type="checkbox"/>
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*Comments:*

Will accept for employment.       Summer       Fall       Winter

Will not accept for employment.

Reason(s):

Signature \_\_\_\_\_ Date \_\_\_\_\_

Student can make a more favorable impression during future interview by: