**(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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- |
|  | 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 TeacherCoordinator 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)* 1

|  |  |  |
| --- | --- | --- |
|  | 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 *Work-Based Learning Manual*? |  |  |

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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