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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 2