



# Work-Based Learning (WBL) Evaluation Plan for Worksite Supervisor

## Student

\*Name: \_\_\_\_\_

\*School/Career Center: \_\_\_\_\_

\*Career Cluster: \_\_\_\_\_

Student's Career Pathway/Program of Study: \_\_\_\_\_

\*Is the WBL placement aligned to student's Individual Graduation Plan (IGP)? Yes No

\*Is the WBL placement tied to a credit-bearing course? Yes No If yes, what is the course code? \_\_\_\_\_

Is School Insurance coverage provided? Yes No

## Worksite

\*Name: \_\_\_\_\_ Location: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\*Start Date: \_\_\_\_\_ \*End Date: \_\_\_\_\_

Work Assigned Days: \_\_\_\_\_ Work Assigned Hours: \_\_\_\_\_

\*Is the Work-Based Learning Placement paid? Yes No

**Job Description (Tasks, Responsibilities, Projects, etc. established by worksite supervisor)**

**List of objectives and/or skills to be mastered based on industry-defined competencies within career pathway**

## Evaluation Score

<b>KEY</b>	1 = Performance Improvement Needed: Needs to have a strategy to improve this skill
	2 = Developing: Developing this skill; learning to address challenges related to this skill; aware of next steps
	3 = Competent: Demonstrates this skill; aware of the importance of this skill
	4 = Proficient: Consistently demonstrates this skill; shows initiative to learn about, enhance or apply this skill
	5 = Advanced: Exceeds expectations; works with high level of independence, acts as a role model, or shows initiative to apply and extend this skill

\* Information required for State Reporting

# 1 Employability Attributes

The employability attributes provided below as Profile Elements are essential in every work environment throughout one's career. Discuss and review with the student as each should be viewed as the foundation upon which specific workplace and career ready skills are aligned with the Profile of the SC Graduate.

Each will be the basic expectation for the work-based learning experience and will serve as the criteria of measure for the mid and final employer evaluation tool.

\* Two evaluation reviews are recommended to capture growth -- **Be objective!\***

PROFILE ELEMENT	PERFORMANCE EXPECTATIONS	REVIEWS		COMMENTS
		1-5 Scale (Key p. 1)		Notes, goals, and reflections for Review #1 and Review #2
<b>Attendance Appearance, and Punctuality</b>	<ul style="list-style-type: none"> <li>• Arrives on time and prepared for work</li> <li>• Provides sufficient notice if unable to report for work</li> <li>• Clean, neat appearance</li> <li>• Dresses appropriately for position and duties</li> <li>• Wears ID Badge in accordance with policy</li> <li>• Practices personal hygiene for position and duties</li> </ul>			
<b>Initiative Motivation, Self-Direction</b>	<ul style="list-style-type: none"> <li>• Participates fully in tasks or projects from start to finish</li> <li>• Initiates interaction with supervisor for next task or project upon successful completion of previous one</li> <li>• Able to work with little supervision; dependable</li> <li>• Use good judgement</li> </ul>			
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Communicates effectively, orally and in writing, using the language and vocabulary appropriate to a variety of audiences within the workplace including coworkers, supervisors, and customers</li> <li>• Demonstrates active listening skills; focuses attentively, makes eye contact or other affirming gestures, confirms understanding and follows directions</li> </ul>			
<b>Teamwork and Collaboration</b>	<ul style="list-style-type: none"> <li>• Works productively with co-workers, individually and in teams; support organization's mission and goals</li> <li>• Accepts direction and constructive feedback with positive attitude</li> <li>• Cooperative</li> </ul>			

PROFILE ELEMENT	PERFORMANCE EXPECTATIONS	REVIEWS 1-5 Scale (Key p. 1)		COMMENTS Notes, goals, and reflections for Review #1 and Review #2
<b>Critical Thinking and Problem Solving</b>	<ul style="list-style-type: none"> <li>• Notices and identifies challenges and problems that arise in the workplace</li> <li>• Brings concerns to attention of supervisors when appropriate</li> <li>• Develops solutions to challenges and problems by analyzing available information and looking at options, guided by expectations for the position and goals of the organization</li> </ul>			
<b>Workplace Policy, Integrity, Culture and Safety</b>	<ul style="list-style-type: none"> <li>• Exhibits understanding of workplace culture and policy</li> <li>• Follows professional standards for use of computers, phones and social media</li> <li>• Respects confidentiality</li> <li>• Complies with health and safety rules for the workplace</li> <li>• Adheres to cell phone usage policy</li> </ul>			
<b>Knowing How to Learn</b>	<ul style="list-style-type: none"> <li>• Eager and willing to learn</li> <li>• Listens and observes to learn</li> <li>• Asks questions</li> <li>• Initiates to seek answers</li> <li>• Inquisitive</li> <li>• Manages time effectively</li> </ul>			
<b>Information/Media &amp; Technology</b>	<ul style="list-style-type: none"> <li>• Knows how to locate necessary information to perform tasks</li> <li>• Uses digital media literacy to identify, access and analyze</li> <li>• Displays global knowledge with use of technology</li> </ul>			
<b>Global Perspective</b>	<ul style="list-style-type: none"> <li>• Identifies and respects cultural diversity</li> <li>• Understands social/economic relationship impact on the job</li> <li>• Seeks to work towards conflict resolution</li> <li>• Thinks globally and understands link to people worldwide</li> </ul>			
<b>Creativity/Innovation</b>	<ul style="list-style-type: none"> <li>• Introduces new ideas or methods for task or work process</li> <li>• Imaginative: Thinks outside the box</li> <li>• Shares ideas and insights</li> <li>• Encourages engagement</li> </ul>			

## 2 Workplace & Career-Specific Skills

List *three to five skills* that will be a focus for this work-based learning experience. Choose from the following examples or identify other skills relevant to the specific worksite environment and/or career goals.

### Career/Engagement Skills

- Adaptability
- Collecting and Organizing
- Information
- Creativity
- Professionalism
- Leadership
- Project Management
- Public Speaking/Presentations
- Understanding Aspects

### Digital Literacy Skills

- Computer Technology
- Database Usage
- Graphic Design
- Media Literacy
- Office Suite Software
- Coding
- Software Development
- Spreadsheet Usage
- Web Development
- or Industry Specific Technology

### Applied Academic Skills

- Applied Mathematics
- Reading
- Research and Analysis
- Writing
- Multiple Languages

### STEM-Related Skills

- Analyze
- Engineering Concepts
- Technology Driven
- Science Concepts
- Cause/Effect relations
- Predict/Conclude
- Repair equipment
- Uses software effectively
- Mathematics concepts

SKILL	SKILL DEFINITION	REVIEWS 1-5 Scale (Key p. 1)		COMMENTS Notes, goals, and reflections for Review #1 and Review #2

## Signatures

<b>Review 1</b>	<b>Review 2</b>
<b>Evaluation Score</b>	<b>Evaluation Score</b>
_____ Student Signature	_____ Student Signature
_____ Date	_____ Date
_____ Supervisor Signature	_____ Supervisor Signature
_____ Date	_____ Date
_____ School Staff Signature	_____ School Staff Signature
_____ Date	_____ Date

## OFFICE USE ONLY

<b>*Overall Review 2 Evaluation Score</b>	<b>*HIGH SCHOOL ONLY</b>  <b>Career Ready Qualifier</b> Yes      or      No  If this WBL CCR experience is the FIRST for this student, enter the information in the RED box labeled "CCR-College Career Ready Qualifier used for Career Readiness Accountability." If not, enter the data as a WBL Experience 1 - 10.
<b>*Training Agreement Completed</b> Yes      or      No <b>*Paid WBL</b> Yes      or      No <b>*At least 40 hours</b> Yes      or      No <i>Attach documentation ie Paystub, Time Sheet, etc. for verification.</i>	<b>*WBL Experience Type</b> C - Cooperative Education I - Internship R - Registered Apprenticeship Y - Youth Apprenticeship
<b>Reviewed by Administrator or Designee/Date</b>	<b>Entered in PowerSchool/Date</b>