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| forms logo | Work-Based Learning Experience Report  The WBLE Report needs to be completed every       days | 04/2019 | |
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| Student: | | |
| VR Specialist: | | |
| Worksite Skills Trainer (if used): | | |
| Student Job Title: | | |
| Work Site/Company: | | |
| Report period   From:       To: | | |

***Using the scale below, base your ratings on the student’s current level of functioning.***

1. **Unsatisfactory -** Significant improvement needed, rarely able to complete tasks/goals. Requires near full-time support.
2. **Developing -** Sometimes demonstrates competencies, requires frequent prompting and supports.
3. **Average -** Able to complete tasks/goals most of the time with little prompting.
4. **Above Average -** Consistently performs tasks/goals independently to supervisor’s standards.
5. **Exceeds -** Always completes tasks/goals independently, quality is excellent, role model for others.

**Attendance:** (Is the student on time, returns to work on time from breaks, calling in to correct person(s), calling in for only appropriate reasons, and working scheduled days?)

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| **Comments/Explanations:**  **Rating** \_     \_ 1 (Unsatisfactory) through 5 (Exceeds) |

**Compliance:** (Does the student complete tasks as directed, check for understanding when necessary, follow policies and workplace rules, use technology or other personal items at proper times, and respect authority?)

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| **Comments/Explanations:** **Rating** \_     \_ 1 (Unsatisfactory) through 5 (Exceeds) |

**Production:** (Does the student arrive prepared to work, work steadily without prompting, initiate next task, easily learn tasks in an acceptable time frame, produce quality work, able to stay on task and follow a schedule?)

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| **Comments/Explanations:** **Rating** \_     \_ 1 (Unsatisfactory) through 5 (Exceeds) |

**Team Work:** (Is the student able to cooperate with co-workers, participate in team activities, negotiate professionally, and accept direction and feedback?

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| **Comments/Explanations:** **Rating** \_\_     \_ 1 (Unsatisfactory) through 5 (Exceeds) |

**Hygiene**: (Is the student dressed appropriately for work and well-groomed? e.g., no body odor, hair combed, clean appearance, teeth brushed, and clothing is neat/clean or adequate for job site?)

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| **Comments/Explanations:** **Rating** \_     \_ 1 (Unsatisfactory) through 5 (Exceeds) |

**Interpersonal/Social Skills**: (Does the student interact well with co-workers and customers both verbally and non-verbally, do they recognize and respect commonly accepted social cues and personal boundaries, can they be appropriately assertive, and do they demonstrate good active listening skills?)

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| **Comments/Explanations:** **Rating** \_     \_ 1 (Unsatisfactory) through 5 (Exceeds) |

**Work Tolerance:** (Is the student tolerant of the work environment (e.g. lights, sounds, uniforms/dress code, smells), does the student demonstrate the physical and/or emotional ability and willingness to perform the required tasks for the duration of the work day, and can the tasks safely be completed?)

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| **Comments/Explanations:** **Rating** \_     \_ 1 (Unsatisfactory) through 5 (Exceeds) |

**Transition:** (Is the student able to adjust to unscheduled changes in routine and make adjustments, if interrupted is he/she able to return to task, follow a sequential order to complete tasks, use independent problem solving when reacting to situations, and demonstrate he/she can conform to immediate needs of the business?)

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| **Comments/Explanations:** **Rating** \_     \_ 1 (Unsatisfactory) through 5 (Exceeds) |

**Point Total:** \_     \_ /40

**ATP: (Were ATP devices used/needed/recommended for student? If so, explain)**

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| **Additional Comments:**  \_     \_ |

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| Completed by: | Information provided by: | Date: |

**Section 4**