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| Name:  |  | Term:  |  |
| Work site: |  | Hours per week: |  |

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| **Worksite Duties:**  |

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| **Vocational Training Goals:**  |

***Rating is based on performance 90% of the time***

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|  **1= Needs Improvement - requires significant staff support** |
|  **2 = Making progress towards goal with staff support** |
|  **3= Satisfactory Performance with staff support**  |
|  **4= Working at satisfactory level with minimal staff support** |
|  **5= Excellent - no additional supports needed at this job site** |

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| **Appearance:** |  |  **Exhibiting Good Interpersonal Relations:** |  |
| 1. Neat, Clean and / groomed appropriately |  | 1. Communicates with others in a friendly manner |  |
| 2. Dressed appropriately for the work setting |  | 2. Follows notification procedures when late or absent |  |
| **Demonstrates Positive Attitudes / Behaviors:** |  | 3. Works effectively with others |  |
| 1. Demonstrates interest and enthusiasm
 |  | 4. Can work independently when appropriate |  |
| 2. Takes redirection in a positive, appropriate manner |  |  **Completing Tasks Effectively:**  |  |
| 3. Demonstrates concern for equipment and property |  | 1. Follows oral and written instructions as appropriate |  |
| 4. Follows site safety rules |  | 2. Begins work promptly & follows work routine / schedule |  |
| 5. Maintains work area in neat and orderly fashion |  | 3. Demonstrates knowledge of job duties |  |
|  |  | 4. Completes tasks at an acceptable rate |  |

**Comments:** (specifically, what are the greatest roadblocks to this student doing this type of work for pay in the future?)

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