



COMMUNITY WORK BASED EXPERIENCE REPORT.

These Pre-ETS services are provided under a grant from the National Institute on Disability, Independent Living, and Rehabilitation Research (NIDILRR grant number #90RTEM0002). No vendor services charges will be applied.

DIRECTIONS

Complete this form at the end of the community work based experience.

Student Name:

School District:

Instructor Name:

Education Case Manager:

VR Counselor:

I. SITE INFORMATION

Employer:

Date of CWBE:

Employer Description:

II. COMMUNITY EXPERIENCE OBJECTIVES

1. Students will become aware of the diversity and variety of jobs available in a workplace.
2. Students will be able to connect school studies and community to the workplace.
3. Students will be exposed to workplace expectations and opportunities.

III. WORKPLACE READINESS SKILLS

In the **Observed** column, write YES or NO if the student was able to demonstrate the skill during the work experience. Check **N/A** if the opportunity to observe the skill was not present during the work experience. In **Comments**, share any important information or information not captured in the question.

Skill	Descriptors	Observed	N/A	Comments
Personal Qualities and Abilities	Uses appropriate vocabulary, grammar, and body language			
	Asks questions/seeks clarification			

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Skill	Descriptors	Observed	N/A	Comments
	Accepts constructive suggestions			
	Independently travels around business site			
Interpersonal Skills	Works well with others			
	Demonstrates ability to problem solve			
	Appearance/dress conforms to work culture and standards			
Professional Competencies	Demonstrates appropriate time management (e.g. arrive on time, returns from breaks on time, etc.)			
	Demonstrates appropriate workplace behaviors including appropriate use of cell phone			
	Follows workplace health, safety, environmental and sexual harassment policies/procedures			
Additional individualized competencies (if applicable)				

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IV. PERFORMANCE OBSERVATIONS, SUMMARY OF EXPERIENCE & RECOMMENDATIONS

Rate the student in each performance observation by selecting one of the following.

Performance Observation	Excellent little to no intervention required	Satisfactory some intervention required	Improvement Needed consistent intervention required	N/A no opportunity to observe student's performance
Maintain attention to task				
Demonstrated motivation/initiative				
Able to work independently				
Appropriately asked for help (if needed)				
Endurance/stamina				
Followed oral instructions				
Followed written instructions				
Additional work habits, skills and observations (if applicable)				

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V. **STUDENT CAREER EXPLORATION EXPERIENCE AND RECOMMENDED NEXT STEPS**

In each section, provide comments on the student's overall community work based experience, and potential next steps to further career exploration at home, school, and in the community.

Student Career Exploration	Comments
Summary of experience	
Observed strengths	
Observed and/or stated interests	
Observed and/or stated challenges	
Work-relevant and independence skills observed	
Accommodations, compensatory techniques, special assistance required	
Recommendations for instruction and additional Pre-ETS	

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VI. STUDENT PERSPECTIVE

Share student comments and reflections on the community work based learning experience.

The outcome of the work experience has been shared with the student, families, education case managers and the VR Counselor.

Staff Signature

Date