

# Community-Based Work Experience Report

1. Complete the Community-Based Work Experience Report (PDF) for each student immediately following completion of a community-based work experience.
2. Provide all of the demographic information at the beginning 1 of the report.
3. Document the name of the business/organization where CBWE occurred in Section I. Note:It is not necessary to list the name of a specific contact person; however, if needed for future reference, include this information under “Employer Description.”
4. Describe the type of business or organization, e.g., retail, manufacturing, hospitality and include the kind of work typically performed at the location or specifically the type of work students were able to observe or perform.
5. Document the workplace readiness skills that the student had the opportunity to demonstrate during the work experience with a YES or No under the “Observed” column in Section III. If unable to observe a specific skill, check the box under “N/A”. Share specific examples of skills observed relative to the experience and the location.
6. Rate the student’s observed behavior and performance based upon the scale provided in Section IV.
7. Summarize the student’s work experience based upon each descriptor provided in Section V. Consider data collected on the student from the Job Exploration and Workplace Readiness Skills report and the impact of classroom instruction on the community work experience. Include recommendations for future work experience opportunities.
8. Schedule time with individual students to share observations in Sections III, IV and V. Get their feedback on the community-based work experience and write or allow the student to write their exact thoughts in Section VI. (Note: The teacher or other personnel may complete this section.) Below are some questions that may be used to obtain feedback:
  - a. What did you like most about the work experience?
  - b. What did you not like about the work experience?
  - c. Is this a location where you would like to work?
  - d. Did this experience match your career interests?
  - e. What did you learn about yourself or careers from this experience?
  - f. Where would you like to go for future work experience?
9. Review the entire report with case managers, VR counselors, and family members to be used for future transition planning.



# 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
<b>Personal Qualities and Abilities</b>	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			
<b>Interpersonal Skills</b>	Works well with others			
	Demonstrates ability to problem solve			
	Appearance/dress conforms to work culture and standards			
<b>Professional Competencies</b>	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			
<b>Additional individualized competencies (if applicable)</b>				

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## IV. PERFORMANCE OBSERVATIONS, SUMMARY OF EXPERIENCE & RECOMMENDATIONS

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

<b>Performance Observation</b>	<b>Excellent</b> little to no intervention required	<b>Satisfactory</b> some intervention required	<b>Improvement Needed</b> consistent intervention required	<b>N/A</b> 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.

<b>Student Career Exploration</b>	<b>Comments</b>
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.

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Staff Signature

Date