**Employer Participant Progress Report**

**Work-Based Learning (WBL) Experience**

*Completed by the service provider with the employer*

|  |  |
| --- | --- |
| **Student Name:**  | **WBL Site:**  |
| **Pre-ETS Transition Specialist:**  | **WBL Provider Completing the Progress Report:** |
| **Date of Reporting Period:**  | **Completed:** [ ]  **In person** [ ]  **Telephone** |
| Work Based Learning Ratings | Needs Improvement (1) | Satisfactory(2) | Very Good (3) | Excellent(4) | Comments |
| Appropriate dress, grooming, and hygiene |[ ] [ ] [ ] [ ]   |
| Reports to work on time |[ ] [ ] [ ] [ ]   |
| Notifies supervisor if late or absent |[ ] [ ] [ ] [ ]   |
| Maintains positive attitude  |[ ] [ ] [ ] [ ]   |
| Interacts with supervisor in positive manner |[ ] [ ] [ ] [ ]   |
| Cooperates with co-workers |[ ] [ ] [ ] [ ]   |
| Works well in team environment |[ ] [ ] [ ] [ ]   |
| Shows initiative |[ ] [ ] [ ] [ ]   |
| Is willing to learn new tasks |[ ] [ ] [ ] [ ]   |
| Performs assigned tasks without prompting |[ ] [ ] [ ] [ ]   |
| Completes assigned tasks on time |[ ] [ ] [ ] [ ]   |
| Follows written and verbal instructions |[ ] [ ] [ ] [ ]   |
| Asks questions if instructions are not understood |[ ] [ ] [ ] [ ]   |
| Communicates well with others at the work site |[ ] [ ] [ ] [ ]   |
| Comments:  |

 4/25/2017

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**Work-Based Learning (WBL) Experience -- Instructions**

Pre-ETS Transition Specialist: Name of the Pre-ETS transition specialist working with the student.

WBL Site: Employer site selected for WBL.

WBL Provider Completing Report: Name of service provider working with the student and completing the report. The service provider would fill this form out and not ask the employer to complete. The service provider would just ask them the questions.

Date of Reporting Period: The timeframe the self-evaluation covers.

Completed: Please check if this was completed in person or over the phone.

Work-Based Learning Ratings: The service provider would contact the employer in person or by phone to ask the following areas regarding the student. If the employer had specific comments regarding an area then that needs to be recorded. The check marks on needs improvement should have something listed on the comments therefore the service provider can address with the student.