



## Employer Participant Progress Report Work-Based Learning (WBL) Experience

*Completed by the service provider with the employer*

**Student Name:**

**Pre-ETS Transition Specialist:**

**Date of Reporting Period:**

**WBL Site:**

**WBL Provider Completing the Progress Report:**

**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:**

## **Employer Participant Progress Report 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.