 Work-Based Learning Plan

The Work-Based Learning Plan is a diagnostic, goal-setting tool designed to drive learning and productivity on the job. The skills measured in this evaluation are common to all jobs and should be viewed as the foundation upon which specific workplace and career skills are added. All SummerWorks program participants have passed one or more pre-employment training requirements, and have been instructed to complete this form in order to successfully finish the program and earn the **Work-Ready Certification**.

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| **Assignment and Contact Information** | | |
| Name of Participant: | | Participant’s Contact Number: |
| Participant’s Job Title: | Work Site Location: | Name of Employer: |
| Participant’s Direct Supervisor: | | Supervisor’s Contact Number: |
| SummerWorks Job Coach: | | Job Coach’s Contact Number: |

**Supervisor:** Thank you for taking the time to help me complete this Work-Based Learning Plan. By doing so, you will be providing me with valuable feedback about my performance, and helping me to earn the **Work-Ready Certification**. Please meet with me twice over the course of the next seven weeks to evaluate my level of mastery in the Skill Areas listed below. There is a scoring rubric on the back of this form which will help to guide our feedback sessions. In order to receive credit for this assignment, I will need to collect your signature on the bottom of the rubric after each evaluation is complete.

Thank you again for your assistance, and I look forward to receiving your feedback and guidance as I begin to build my skills portfolio and professional reputation. My goal is to prove myself as a valuable asset to your organization, and to **earn your endorsement** as a solid candidate for hire and promotion within this company, or in my future career endeavors.

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| **Work Ethic & Professionalism** | |
| **SKILL AREA** | **Performance Expectations** |
| Attendance and Punctuality | * Showing up every day on time and prepared for work |
| Workplace Appearance | * Dressing appropriately for the position and work duties * Maintaining good hygiene and reasonable grooming standards |
| Accepting Direction & Constructive Criticism | * Accepting direction and feedback with a positive attitude through verbal and nonverbal communication skills * Displaying a willingness to work in a cooperative manner |
| Motivation and Taking Initiative | * Participating fully throughout the lifecycle of tasks or projects to completion * Communicating with supervisors to identify additional tasks or projects when appropriate |
| Understanding Workplace Culture, Policy, & Safety | * Demonstrating an understanding of workplace culture and policy * Complying with health and safety rules specific to the workplace * Respecting confidentiality and exhibiting an understanding of workplace ethics |
| **Communication and Interpersonal Skills** | |
| **SKILL AREA** | **Performance Expectations** |
| Communication | * Speaking clearly and audibly * Using language appropriate for the environment; both in person and on the phone * Informing supervisors of potential issues that might affect work performance before they arise * Using active-listening skills (maintaining appropriate eye contact, confirming understanding, etc.) |
| Interacting with Customers & Co-Workers | * Relating positively with customers and co-workers * Working productively with individuals and on teams * Respecting racial and cultural diversity * Maintaining self-control and professional demeanor when facing stress, conflict, or unexpected changes |

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|  | Work-Based Learning Plan | | | |
| Participant’s Name: |  | Phone |  |
| Supervisor’s Name: |  | Phone |  |

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| SKILL AREA | Evaluation One  (End of 1st week) | | | | | | | DATE: | Evaluation Two  (End of 5th week) | | | | | | | DATE: |
| Feedback and Recommendations | Feedback and Recommendations |
| 1  Attendance and punctuality | Novice | | Proficient | | | Advanced | |  | Novice | | Proficient | | | Advanced | |  |
| 1  ☐ | 2  ☐ | | 3  ☐ | 4  ☐ | | 5  ☐ | 1  ☐ | 2  ☐ | | 3  ☐ | 4  ☐ | | 5  ☐ |
| 2  Workplace  appearance | Novice | | Proficient | | | Advanced | |  | Novice | | Proficient | | | Advanced | |  |
| 1  ☐ | 2  ☐ | | 3  ☐ | 4  ☐ | | 5  ☐ | 1  ☐ | 2  ☐ | | 3  ☐ | 4  ☐ | | 5  ☐ |
| 3  Accepting direction and constructive criticism | Novice | | Proficient | | | Advanced | |  | Novice | | Proficient | | | Advanced | |  |
| 1  ☐ | 2  ☐ | | 3  ☐ | 4  ☐ | | 5  ☐ | 1  ☐ | 2  ☐ | | 3  ☐ | 4  ☐ | | 5  ☐ |
| 4  Motivation and  taking initiative | Novice | | Proficient | | | Advanced | |  | Novice | | Proficient | | | Advanced | |  |
| 1  ☐ | 2  ☐ | | 3  ☐ | 4  ☐ | | 5  ☐ | 1  ☐ | 2  ☐ | | 3  ☐ | 4  ☐ | | 5  ☐ |
| 5  Understanding workplace culture, policy, and safety | Novice | | Proficient | | | Advanced | |  | Novice | | Proficient | | | Advanced | |  |
| 1  ☐ | 2  ☐ | | 3  ☐ | 4  ☐ | | 5  ☐ | 1  ☐ | 2  ☐ | | 3  ☐ | 4  ☐ | | 5  ☐ |
| 6  Communication | Novice | | Proficient | | | Advanced | |  | Novice | | Proficient | | | Advanced | |  |
| 1  ☐ | 2  ☐ | | 3  ☐ | 4  ☐ | | 5  ☐ | 1  ☐ | 2  ☐ | | 3  ☐ | 4  ☐ | | 5  ☐ |
| 7  Interacting with customers and  co-workers | Novice | | Proficient | | | Advanced | |  | Novice | | Proficient | | | Advanced | |  |
| 1  ☐ | 2  ☐ | | 3  ☐ | 4  ☐ | | 5  ☐ | 1  ☐ | 2  ☐ | | 3  ☐ | 4  ☐ | | 5  ☐ |
| Supervisor’s endorsement  based on the participant’s  performance | Based on the first evaluation: | | | | | | | | Based on the final evaluation: | | | | | | | |
| ☐ I would recommend this individual for retention in this position and/or within this organization.  ☐ This individual displays qualities necessary for promotion into a position of greater responsibility.  ☐ I would be willing to serve as a professional reference for this individual in their future career endeavors. | | | | | | | | ☐ I would recommend this individual for retention in this position and/or within this organization.  ☐ This individual displays qualities necessary for promotion into a position of greater responsibility.  ☐ I would be willing to serve as a professional reference for this individual in their future career endeavors. | | | | | | | |
| Additional feedback or comments |  | | | | | | | |  | | | | | | | |
| **Verification of**  **face-to-face**  **evaluation** | **Supervisor’s Signature:** | | | | | | | | **Supervisor’s Signature:** | | | | | | | |
| **Participant’s Signature:** | | | | | | | | **Participant’s Signature:** | | | | | | | |