

# SCHOOL TO WORK - WEEKLY EMPLOYABILITY SUMMARY:

<b>Student Name:</b>		<b>DATE – WEEK ENDING:</b>	
<b>Placement:</b>		<b>Job Coach Name:</b>	

PERFORMANCE ITEMS	Check the Appropriate Level More Effort "ME"; Good Effort "GE"; Best Effort "BE"	Student & Job Coach (Rate 0-4) #	COMMENTS
EMPLOYABILITY PROFILE ITEMS			
Attendance (Contacts supervisors in case of absence)	<input type="checkbox"/> ME, <input type="checkbox"/> GE, <input type="checkbox"/> BE		
Arrives on time for work	<input type="checkbox"/> ME, <input type="checkbox"/> GE, <input type="checkbox"/> BE		
Dress Appropriately with good hygiene	<input type="checkbox"/> ME, <input type="checkbox"/> GE, <input type="checkbox"/> BE		
Participates fully in jobs and asks for more work	<input type="checkbox"/> ME, <input type="checkbox"/> GE, <input type="checkbox"/> BE		
Gives best effort; quality work and friendly service	<input type="checkbox"/> ME, <input type="checkbox"/> GE, <input type="checkbox"/> BE		
Follows work place rules	<input type="checkbox"/> ME, <input type="checkbox"/> GE, <input type="checkbox"/> BE		
Accepts feedback to improve performance	<input type="checkbox"/> ME, <input type="checkbox"/> GE, <input type="checkbox"/> BE		
Communications Skills (Pays attention; asks questions; asks for assistance as needed; understands information)	<input type="checkbox"/> ME, <input type="checkbox"/> GE, <input type="checkbox"/> BE		
Solves Problems & Selects Best Choice	<input type="checkbox"/> ME, <input type="checkbox"/> GE, <input type="checkbox"/> BE		
Cooperates with others	<input type="checkbox"/> ME, <input type="checkbox"/> GE, <input type="checkbox"/> BE		
Resolves Conflicts	<input type="checkbox"/> ME, <input type="checkbox"/> GE, <input type="checkbox"/> BE		
Maintains eye contact and follows visual information	<input type="checkbox"/> ME, <input type="checkbox"/> GE, <input type="checkbox"/> BE		
Identifies strengths/weaknesses. Sets learning goals	<input type="checkbox"/> ME, <input type="checkbox"/> GE, <input type="checkbox"/> BE		
Reads & understands job related information - signs, manuals, etc. - and applies	<input type="checkbox"/> ME, <input type="checkbox"/> GE, <input type="checkbox"/> BE		
Works with mathematical information appropriately on job	<input type="checkbox"/> ME, <input type="checkbox"/> GE, <input type="checkbox"/> BE		
Follows health & safety rules)	<input type="checkbox"/> ME, <input type="checkbox"/> GE, <input type="checkbox"/> BE		
Uses job related tools & materials	<input type="checkbox"/> ME, <input type="checkbox"/> GE, <input type="checkbox"/> BE		
<b>OVERALL RATING FOR THE WEEK (#):</b>			

Give examples of how the student worked towards his/her goals this week:

<b>Student Comments</b>	<b>Job Coach Comments</b>

What are recommended goals for student to work on next week?

<b>Student Comments</b>	<b>Job Coach Comments</b>

<b>Student Signature:</b>		<b>Job Coach:</b>	
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