

Connecticut Technical Education and Career System

Work-based Learning – Weekly Work Record & Performance Evaluation

The WBL student is to keep a running record of the date, time and description of job duties performed on a daily basis. The Work Site mentor must verify hours, provide an evaluation of the WBL student’s performance from work period and provide a signature.

Weekly Student Work Record (To be completed by WBL student)	
Student Name:	Mentor’s Name:

Date	Time In	Time Out	Description of worked done	Suggested Shop/Skill Training (if needed)

Student Performance Evaluation (To be completed by work site mentor)					
	Unsatisfactory	Fair	Satisfactory	Good	Excellent
JOB UNDERSTANDING: Student possesses a clear knowledge of the responsibilities and tasks they must perform.					
JOB PERFORMANCE: The neatness, thoroughness and accuracy of the student’s work.					
JOB PRODUCTIVITY: The quality of the student’s work in terms of volume and accomplishment.					
DEPENDABILITY: The student can be relied upon to be on time and complete assigned tasks.					
COOPERATION: The student has displayed the ability to work willingly with associates, subordinates, supervisors and others.					
ATTITUDE: The student can be relied on to act in a courteous and mature manner.					
SAFETY/CLEANLINESS: The student practices safe, clean work habits on equipment and areas of work.					

Mentor’s general comments as to student strengths, areas for growth:

Work site Mentor Signature: _____

Date: _____