RFA 5307 Name of Program

Program dates: What is the date range of the program for current year?

# Student information

## Student name: Type full name of student

Where did the student work? What is the name of the business or businesses the student worked during the summer program?

* What information was used to determine this work-experience was a good fit for the student? How did you match the student’s interests to this work? If not, why did you not match the student with the job?
* How many **hours** did the student work (over the whole work-experience) and/or their typical weekly **schedule**? Document either total hours or the average weekly schedule.

Information about the Student’s learning: Provide information about what the student learned over the summer.

* Community experiences: Provide information about the student’s community experiences, including the work experience, what else did the student experience during the program such as visiting other businesses, visiting a community college, informational interviews, etc.
* Lessons learned: Provide information about what the student learned throughout their community experiences. These can include what worked about the job, what did the student learn about working with coworkers, and/or areas they wish they thought about at the beginning of summer that could have made things run smoother (or what they did to have the summer go smoothly)?
* Soft-skill development: Provide information about the student’s workplace readiness skill development both in a class, if that occurred, and on the job. Some areas to consider: cell phone use, work attire, punctuality, safety on the job, communication, time management, etc.
* Areas of improvement: Provide information about both the student’s ideas for their areas of improvement, and as the agency, what areas of improvement do you see that the student still needs. Think about workplace behavior and attitude, interactions with coworkers or supervisor, etc.
* Future employment opportunities: Provide information about where the student could shine in the future. What are types of businesses that may suit the student best? How do the current job skills translate into other applicable jobs or industries?
* Which Pre-Employment Transition Services were provided? (Check all that apply; this should match the spreadsheet submitted.)

Work-based learning experience

Workplace readiness training

Instruction in self-advocacy

Job exploration counseling

Post-secondary counseling

Area for specifics from your contract or other information about this student: Click or tap here to enter any other information about this specific student. Are there specific reasons a Pre-ETS was provided that was not captured in the information above? Assure any additional contract requirements are added here as needed. Did the student learn particular skills that could reduce the opportunity of future employer training costs? Did the student acquire any particular skills such as First Aid/CPR, food handler certificate, forklift training certificate, etc.?

Written by: Type name of person completing this report.

Date: click on date report was written