Work Experience **STUDENT WORKSTUDY TRAINING PLAN**

Job Title:_____

Student Name:_____ Business: _____

Transferable Job Skills: *A number of workplace skills are necessary in <u>all</u> career fields. These skills (listed below) should be observed and practiced at all student internship sites. You will be evaluated interns on transferable job skills and personal skills each term.*

- Work Habits and Attitudes
- Interpersonal Effectiveness
- Technical Skills
- Quality of Work Accomplished
- Thinking and Problem Solving Skills
- Dependability & Punctuality
- Communication Competencies
- Appearance and Grooming

Specific Job Skills: *This list is designed to help you learn important skills during your work study experience. The column on the left will designate various procedures used in your program. Each time you observe or participate in a procedure, record the date. Please select five behaviors to improve and five behaviors to continue working to master.*

- ☐ Being helpful
- ☐ Not making excuses
- ☐ Being punctual
- ☐ Being a hard worker
- ☐ Following safety rules
- ☐ Having good personal hygiene
- ☐ Not being absent
- ☐ Not faking sick
- ☐ Being honest
- ☐ Hot having poor manners
- ☐ Being courteous
- ☐ Being cooperative
- ☐ Always doing my best
- ☐ Listening to directions
- ☐ Not being a poor listener
- ☐ Not talking too much
- ☐ Finishing work on time
- ☐ Being confident
- ☐ Being responsible
- ☐ Not gossiping about others
- ☐ Being organized
- ☐ Being cheerful
- ☐ Not being argumentative
- ☐ Not being disrespectful
- ☐ Not being a clock watcher
- ☐ Being neat and clean
- ☐ Not being easily offended
- ☐ Keeping my mind on my work
- ☐ Being resourceful
- ☐ Taking pride in my work
- ☐ Not causing trouble
- ☐ Not being late or tardy
- ☐ Willing to learn
- ☐ Being self motivated
- ☐ Not being careless
- ☐ Having good manners

PROCEDURE OR SKILL DESCRIPTION OF INCIDENT	DATE OBSERVED	DATE PARTICIPATED

Student Signature _____ Date _____