

**Toledo High School  
Work Experience Packet  
130 hours = .50 elective credit (up to 3.0 credits)**

**Student Name:**

**Student Grade:**

**Total Hours:**

**Business Contact Information**

Business:

Supervisor:

Phone Number:

**For supervisor to complete:** Please evaluate the work experience by circling the number that represents the student's level of performance, 5 being the highest.

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 1. Punctual and prepared<br>Comments:          | 1 | 2 | 3 | 4 | 5 |
| 2. Professional dress and conduct<br>Comments: | 1 | 2 | 3 | 4 | 5 |
| 3. Shows interest in the company<br>Comments:  | 1 | 2 | 3 | 4 | 5 |
| 4. Cooperative and courteous<br>Comments:      | 1 | 2 | 3 | 4 | 5 |
| 5. Communicates effectively<br>Comments:       | 1 | 2 | 3 | 4 | 5 |
| 6. Student's overall rating                    | 1 | 2 | 3 | 4 | 5 |

Additional Comments:

**Supervisor Signature:**

**Date:**

## Student Questionnaire

1. What types of skills have you learned/used?
2. Describe your training.
3. What do you like best about your work experience?
4. What do you like least about your work experience?
5. What surprised you most about your job?
6. Explain how you will apply what you learn from this job to your future career/life.

**\*\*Please attach copies of pay stubs OR complete this log below to track hours worked\*\***

# Work Experience Tracking Log

Date	Hours worked

**Total Hours:**