

ON THE JOB TRAINING EVALUATION FORM

(To be completed by the Employer – Return Completed Form to High School Contact)
2016 – 2017

Student's Name: _____

High School Name: _____

High School Contact: _____

E-Mail: _____

Phone: _____

Employer Name: _____

Address: _____

E-Mail: _____

Phone: _____

Work Site Supervisor: _____

E-Mail: _____

Phone: _____

Student Trainee Job Duties:

<p>Phase 1 Start Date: _____</p> <p align="center">First 20 hours at 100% - \$165.00 reimbursement</p> <p>End Date: _____</p>	<p>Strengths: _____ _____ _____</p> <p>Weaknesses: _____ _____ _____</p>	<p>Next Action: Circle one:</p> <p>Continue OJT – Phase 2 Hire Discontinue OJT (reasons) _____ _____</p>	<p>Reimbursement Requested: (documents indicating wages, taxes and hours worked)</p> <p>\$ _____</p>
<p>Phase 2 Start Date: _____</p> <p align="center">Next 10 hours at 50% - \$41.25 reimbursement</p> <p>End Date: _____</p>	<p>Strengths: _____ _____ _____</p> <p>Weaknesses: _____ _____ _____</p>	<p>Next Action: Circle one:</p> <p>Continue OJT – Phase 3 Hire Discontinue OJT (reasons) _____ _____</p>	<p>Reimbursement Requested: (documents indicating wages, taxes and hours worked)</p> <p>\$ _____</p>
<p>Phase 3 Start Date: _____</p> <p align="center">Final 10 hours at 25% - \$20.62 reimbursement</p> <p>End Date: _____</p>	<p>Strengths: _____ _____ _____</p> <p>Weaknesses: _____ _____ _____</p>	<p>Next Action: Circle one:</p> <p>Hire Not Hire (reasons) _____ _____</p>	<p>Reimbursement Requested: (documents indicating wages, taxes and hours worked)</p> <p>\$ _____</p>

Employer Signature: _____

Date: _____

School Contact Signature: _____

Date: _____