

TEACHER RECOMMENDATION FORM

Information for students applying for admission to Work-Based Learning (Co-Op)		
Student Name:	Date:	Grade:
Evaluating Teacher:	Subject:	Home School:

Students in the WBL program may receive classroom instruction in workplace practices and procedures, and are employed/interned in training stations where they develop skills and obtain valuable experience under supervision. The cooperation of business and industry will continue only if the students they employ have the *proper attitude* and interest to profit from on-the-job training toward a career objective/pathway. Using your knowledge of the student, please rate the student on the characteristics indicated. *Employment is a competition by potential employees for the jobs/internships available. How well will/can this student compete?*

Rate qualities by checking the proper right-hand column.	Poor	Below Average	Average	Above Average	Superior
Dependability: Able to work with little supervision, prompt, sincere, consistent, truthful, follows instruction, etc.	<input type="checkbox"/>				
Cultural Refinement: Courteous, considerate, good manners, appreciative, etc.	<input type="checkbox"/>				
Leadership: Resourceful, able to inspire others, etc.	<input type="checkbox"/>				
Industriousness: Persistent, good work habits, makes wise use of time, etc.	<input type="checkbox"/>				
Thoroughness: Accurate, completes work carefully, etc.	<input type="checkbox"/>				
Appearance and Grooming: Clean, neat appearance, orderly, etc.	<input type="checkbox"/>				
Ability to Get Along With People: Adaptable, friendly, tactfully, cooperative, respectable, etc.	<input type="checkbox"/>				
Social Habits: Good attitude, self-control, honesty, not inclined to argue or complain, etc.	<input type="checkbox"/>				
Attendance: Present and on time, begins work at once without delay, etc.	<input type="checkbox"/>				
Mental Alertness: Attentive, interested, observing, eager to learn, etc.	<input type="checkbox"/>				
Academic Performance: Completes assignments, follows instructions, meets deadlines, masters content, etc.	<input type="checkbox"/>				

Other Comments: (use the back of this page for additional comments if need)

Employability

If you were an employer or job supervisor, would you want this student *working for you*? Yes No

Would you be willing for this student to *represent you or the school* on the job? Yes No

Teacher Signature:	Date:
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Please print, sign and return to the Work-Based Learning Coordinator.