

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

Employer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

School Contact Signature: \_\_\_\_\_

Date: \_\_\_\_\_