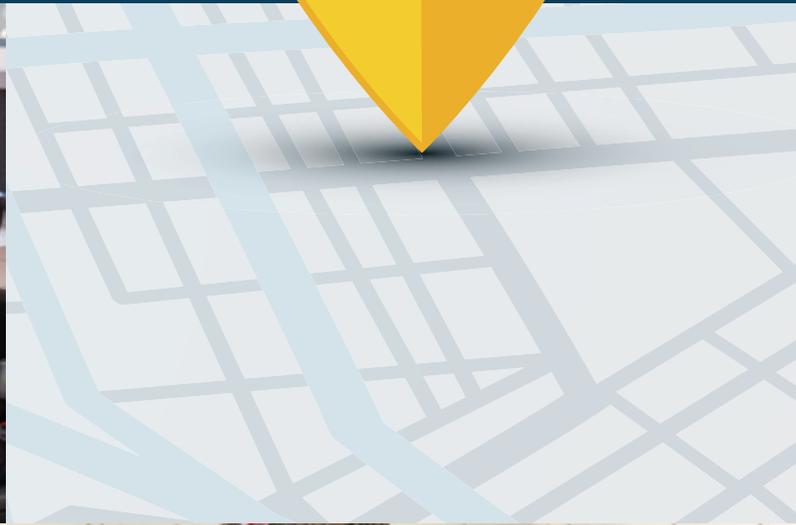


ROCK INTERNSHIP PROGRAM



Employer Manual



Overview

The purpose of the Rock Internship Program is to accelerate personal, as well as professional, skills development and career-related exposure for rising High School Seniors. This structured, earn-and-learn (paid internship) model will provide students with a meaningful, career pathway experience that will serve as a foundational element of their Academic & Career Plan (ACP); thereby, positioning students for future academic and workplace success. As such, students will gain: valuable interviewing, job searching and resume building experience; direct, career exposure at a worksite; opportunities to develop or improve communication, critical thinking, leadership and teamwork skills; and important networking connections.

At the same time, participating employers will be in a position to cultivate and shape today's youth. By providing job creators with this type of engagement opportunity, this program can be leveraged as a tool to build, diversify and strengthen the area's home-grown talent. Additionally, this program creates a great opportunity to establish and/or further solidify connections with the K-12 providers, as well as the extended community.

The Rock Internship Program is designed to run for a total of four weeks and one half-day. Students will report to their designated intern worksite four days per week (Monday – Thursday), where they will work a maximum of four hours per day. Actual work hours will be determined by the intern worksite. On Fridays (from 8 AM – Noon), students will report to Blackhawk Technical College's Central Campus and participate in topic seminars and/or supplemental ACP work. An additional block of four (4) +/- program hours will be dedicated toward addressing pre-employment onboarding and other relevant programming.

The Rock Internship Program is a collaborative talent development offering supported by Blackhawk Technical College, Rock County 5.0 and the Southwest Wisconsin Workforce Development Board.

For program information, visit this link – <http://www.YourRockInternship.com>

Participation & Eligibility

To participate in the Rock Internship Program, the following employer rules and regulations apply.

- Employers must allow individuals under the age of 18 years old into their place of business, as it concerns job shadowing and employment activities. Well supervised interns will not present a problem, provided they are not assigned to "hazardous" duties, as defined by OSHA standards. Additionally, employers must agree to consult with their insurance agents (in advance) to ensure they fully acknowledge and understand how workers' compensation coverage and related liability issues will be addressed within the context of the Southwest Wisconsin Workforce Board (SWWDB) serving as the Employer of Record for this program. For more info, see below.

✓ [Work Contracts, Employment of Minors, Liability & Insurance](#)

✓ [Manufacturing & Construction Equipment and Wisconsin's Employment of Minors Laws](#)

- Employers must agree to cover their financial pro rata share of financial, as well as technical, support for this program. This represents a 50% share, with a dollar amount not to exceed \$800.00 [NOTE: Businesses that agree to host more than one intern during summer 2018 will receive a financial discount.].
- Employers must be in good standing; and in compliance with all applicable local, state and/or federal workplace rules.
- Employers must have an established and documented safety plan.
- Employers must possess a corporate culture that values professional growth and development.
- Employers must have the organizational capacity to serve as an intern worksite, as demonstrated by past / current earn-and-learn participation and/or other related experiential learning activities (e.g. internships, apprenticeships, job shadowing, mentoring, etc.).
- Employers must offer a comprehensive, holistic internship experience that extends beyond a specific subject or core competency. For examples, an intern working for a metal fabrication business should be exposed to more than the company's welding and fabrication operations.
- Employers must assign a primary contact as the intern worksite supervisor and also provide a secondary or back-up intern contact. The worksite supervisor must participate in the intern interview process; as well as attend the Signing and Orientation Day, and the Graduation Day, events.
- Employers must agree to work collaboratively and communicate frequently with the Internship Coordinator throughout the Rock Internship Program. This engagement includes, but is not limited to: intern selection and onboarding activities; onsite visits; weekly phone/email communications and related follow-ups; reviewing and signing time sheets, etc.
- Employers must agree to, if requested, permit the Internship Coordinator to perform a criminal background check to authentic the character of the intern worksite supervisor.
- Employers must agree to strictly adhere, as well as enforce, the program's guidelines.

Program Calendar and Intern Work Schedules

Interns are only allowed to work a maximum of 16 hours per week: 4 hours per day (Monday – Thursday) at the intern worksite and then four hours every Friday at BTC's Central Campus. Signed timesheets and work logs must be submitted weekly. These items will be reviewed and signed by the intern worksite supervisor.

Actual report time to the intern worksite will be agreed to by the intern and the intern worksite supervisor; and communicated to the Internship Coordinator on or before the Signing and Orientation Day event.

Interns will be paid for the Signing and Orientation Day event, as well as the Graduation Day event. Interns are responsible for providing their own transportation [NOTE: For documented hardship cases, a stipend to offset transportation-related expenses might be available. These decisions will be determined on a case-by-case basis.].

Program attendance and participation are mandatory.

- April 30, 2018: Intern applications are due by no later than 5 PM.
- May 7 – May 18, 2018: Internship Coordinator conducts onsite (school) district interviews with interns. Specific time TBD.
- May 21 – June 1, 2018: An interview between the employer and the intern, occurs onsite at the intern worksite. Specific time TBD.
- June 12, 2018: Signing and Orientation Day event will be held, from 10 AM to 2 PM, at BTC's Central Campus.
- June 18 – June 22, 2018: Interns report to worksite Monday – Thursday, for not more than four hours per day. Interns report to BTC's Central Campus on Friday, from 8 AM to Noon.
- June 25 – June 29, 2018: Interns report to worksite Monday – Thursday, for not more than four hours per day. Interns report to BTC's Central Campus on Friday, from 8 AM to Noon.
- July 9 – July 13, 2018: Interns report to worksite Monday – Thursday, for not more than four hours per day. Interns report to BTC's Central Campus on Friday, from 8 AM to Noon.
- July 16 – July 20, 2018: Interns report to worksite Monday – Thursday, for not more than four hours per day. Interns report to BTC's Central Campus on Friday, from 9:30 AM to 1:30 PM. [NOTE: The program's Graduation Day will be incorporated into the July 20th programming] Interns will also be required to submit and present a summary of their Rock Internship Program experience. Details regarding this capstone project will be provide by the Internship Coordinator.

Employer of Record and Payroll

The Southwest Wisconsin Workforce Development Board (SWWDB) is the Employer of Record and the rate of pay is \$10 per hour. As such, SWWDB is responsible for handling all payroll and workers' compensation insurance items associated with the Rock Internship Program.

Intern worksite supervisors are expected to attend the Signing and Orientation Day event, as this is where interns receive their on-boarding information and instructions regarding their work logs and payroll procedures. While interns are ultimately responsible for these documents, worksite supervisors are required to review and approve their Monday – Thursday hours.

Please direct any payroll related questions to Danielle Thousand, SWWDB Finance Manager, at d.thousand@swwdb.org or 608.342.4220 Ext. 224.

Tardy & Absenteeism, Conduct and Grounds for Termination

Interns are expected and required to participate in all internship program activities, events, etc. Vacations, athletic events or practices, and secondary employment obligations, etc. will not be recognized as excused absences. If a circumstance surfaces that restricts an intern's ability to meet their daily / weekly obligation(s), that intern must immediately communicate (as defined by at least 30 minutes prior to the scheduled report time) via phone and/or email to both the Internship Coordinator and the intern worksite supervisor.

Unexcused absences, habitual tardiness and/or other non-participation instances serve as grounds for termination from the program. In the event that an unexcused infraction occurs, a strike will be issued by the Internship Coordinator. If an intern accumulates three strikes, he/she will be terminated from the program. Extraordinary events will be addressed on a case-by-case basis and subject to the discretion of the intern worksite supervisor and the Internship Coordinator.

Disrespectful, harmful, hateful, inappropriate, illegal and/or violent conduct will not be tolerated from either the intern worksite supervisor; the supervisor's coworkers, suppliers or vendors; nor from the intern. If any of the following circumstances surface, the Internship Coordinator shall be notified immediately; program termination procedures will follow; other municipal and/or criminal penalties may apply:

- Using or being under the influence of alcohol, tobacco and/or drugs (ATOD).
- Physical or personal property damage, including but not limited to theft, vandalism and/or bodily harm.
- Possession of firearms, explosives, weapons or any other hazardous devices; and/or using any item as a weapon.
- Fraudulent reporting and/or verifying of internship hours worked.
- Inability and/or refusal to follow directions.
- Physical and/or verbal harassment to an employee, vendor, visitor, Internship Coordinator, etc.

NOTE: Intern worksite supervisors are respectfully asked to reinforce the program's personal mobile or cellular device policy. Unless otherwise agreed to in advance, and in writing by all involved parties, interns are prohibited from using personal mobile or cellular devices at the intern worksite and/or during any BTC program event. To alleviate this issue, interns are encouraged to leave these devices in their vehicle and/or in a designated worksite location.

Conflict Resolution

In the event a conflict surfaces, regardless of cause, interns and intern worksite supervisors will be required to meet with the Internship Coordinator. Refusal to fully participate in a conflict resolution process by an intern or worksite supervisor may lead to termination from the program; and result in future TBD earn-and-learn participation restrictions, etc.

Intern Worksite Supervisor Roles & Responsibilities

As an intern worksite supervisor, you are responsible for the following:

- Providing meaningful, work-based learning experiences and embedding as much company and/or career information into said activities as possible.
- Assigning projects or tasks that not only help improve the intern's existing skill sets, but also help them develop new skills.
- Assigning projects or tasks that can be reasonably completed by a young person, with little or no experience. Ideally, the intern will not be responsible for large or mission-critical tasks.

- Providing regular feedback, including constructive criticism and/or praise when / where appropriate.
- Reviewing and approving intern work logs, specifically hours logged during Monday – Thursday.

Tasks to Assign an Intern

What Should an Intern Do?

Interns are eager to try new things, develop different skill sets and they can be an extremely valuable asset to your company's future talent pipeline. Provided below are examples of assignments or tasks typically delegated to interns.

- Administrative Support:
 - ✓ Data entry, processing, record updating, etc.
 - ✓ Document filing, reorganizing, etc.
 - ✓ General clerical and/or administrative duties
 - ✓ Messenger and delivery services
- Project Assistance & Operational Support:
 - ✓ Budgeting
 - ✓ Data Analyses
 - ✓ Inventory
 - ✓ Logistics
 - ✓ Marketing
 - ✓ Procurement
 - ✓ Quality Control
 - ✓ Research
 - ✓ Supply Chain
 - ✓ Technology Evaluation & Integration

What Should an Intern NOT be Doing?

Provided below is a listing of tasks that your intern *should not* be doing:

- Working more than 16 hours per week (i.e. four hours per day) at the worksite. However, the worksite supervisor and intern may adjust said worksite hours – as long as these adjustments are shared with the Internship Coordinator in a timely manner and the weekly work hours do not exceed 16 hours.
- Logging hours job shadowing or observing versus actually performing tasks. While it's reasonable to allow time for these opportunities, the bulk of their time should be dedicated toward actual work assignments, tasks or deliverables.
- An intern should not be a replacement for a full time position. For example, an intern should not be solely responsible for processing all incoming payments during their shift. However, they can assist someone who has this job function as their primary responsibility.

- An intern should not be left unsupervised for long periods of time; and make sure to assign and/or outline their tasks on a daily basis.
- An intern should not travel with the worksite supervisor or any other worksite employee, in either a personal or company vehicle, *unless written permission has been expressly provided* by the intern’s parent or legal guardian. This permission must be provided and filed with the Internship Coordinator by no later than the Signing and Orientation Day.

How to Work with an Intern

Hosting an intern should be just as enjoyable and rewarding for you, as it will be for your intern. However, working with a young individual may turn out to be a different experience than working with a regular or typical (adult) employee. Communication styles, context interpretations, generational interactions (or the lack thereof), past experiences and/or expectations can and do have an impact. Therefore, provided below is a list of tips that you might find useful while serving as an intern worksite supervisor.

1. ‘Yes’ may not always mean ‘yes’

Interns are eager to show that they are capable of doing anything you assign to them, so much so, that they may agree to tasks for which they are not fully prepared. When an intern says, “Yes, I understand,” please be mindful that they may actually need more assistance. Although we encourage interns to ask questions, they may be too shy or embarrassed to come back to you for more clarification. Please check in with them frequently.

2. Give constructive feedback

This internship should be a positive learning experience. When an intern does not complete their task adequately, please let them know by explaining how they could have improved the task. One great way to do this is by “wrapping” a critique in a compliment: start out with addressing something they are doing well, then offer your critique and related suggestions regarding how improvements can be realized.

3. Provide learning experiences

You can facilitate an intern’s career exploration by incorporating any of the following activities into their work schedule:

- Have a lunch-and-learn, where you might talk about a specific component of your career or business.
- Inquire and talk about the intern’s Academic & Career Plan(s).
- Help them set up informational interviews with various people at your firm; thereby, exposing them to career paths within your company and/or industry.

4. Problems / Questions?

Please direct any and all program related questions to the Rock Internship Coordinator, Kerry Osmond (kosmond1@blackhawk.edu / 608.757.7728).

All timesheet and payroll related questions should be directed to Danielle Thousand, SWWDB Finance Manager (d.thousand@swwdb.org or 608.342.4220 Ext. 224).

Rock Internship Program Participation Agreement

The purpose of the Rock Internship Program is to accelerate personal, as well as professional, skills development and career-related exposure for rising High School Seniors. This structured, earn-and-learn (i.e. paid internship) model will provide students with a meaningful, career pathway experience that will serve as a foundational element of their Academic & Career Plan (ACP); thereby, positioning students for future academic and workplace success. As such, students will gain: valuable interviewing, job searching and resume building experience; direct, career exposure at a worksite; opportunities to develop or improve communication, critical thinking, leadership and teamwork skills; and important networking connections.

The Rock Internship Program is a collaborative talent development offering supported by Blackhawk Technical College (BTC), Rock County 5.0 and the Southwest Wisconsin Workforce Development Board (SWWDB). While SWWDB serves as the program's Employer of Record, BTC is providing daily administrative and program management functions. As such, Kerry Osmond (kosmond1@blackhawk.edu / 608.757.7728) is the Internship Coordinator and the main program contact for both interns and their intern worksites. Meanwhile, Rock County 5.0 is providing program marketing and financial underwriting services.

It is agreed that _____ (Enter Student's Name) will perform the duties and responsibilities of a High School Internship with _____ (Enter Organization's Name).

The Employer agrees to do the following:

- Provide a meaningful, experiential earning-and-learning and mentoring environment for the intern; and adhere to the program's daily / weekly hours of employment regulations.
- Provide financial and technical support, as outlined within the Employer Internship Manual.
- Identify and assign a primary intern worksite supervisor and a secondary worksite contact; and agree to a participation background check (if requested).
- Immediately inform the Internship Coordinator of any concerns or issues that surface.
- Provide weekly feedback, as well as an end of program evaluation, unless otherwise agreed upon.
- Participate in the Internship Signing and Orientation Day, and the Graduation Day.
- Comply with all applicable local, state and/or federal workplace discrimination, environmental and/or safety regulations.

The Student agrees to do the following:

- Follow the (worksite supervisor's) employer's policies, practices, procedures, dress code, and/or standards of conduct, as well as any additional requirements outlined within the Student Internship Manual, as applicable. If I do not understand any of my employer's requirements, I will request clarification.
- I understand that my performance as an intern will be measured primarily by the worksite supervisor, and feedback from the Internship Coordinator will be taken into consideration, as well.
- I understand that program participation, beginning with the Signing and Orientation Day and then continuing through to the Graduation Day, is mandatory.
- I understand that I am responsible for accurately reporting and timely submitting the payroll time sheets, as more fully explained and demonstrated during the program's Signing and Orientation Day.
- I understand that I am required to complete and submit signed Intern Log Worksheets, as described during the Signing and Orientation Day event.
- I understand that I may be required to complete, and pass, a background check to participate in this program and/or to work at a specific intern worksite.

- I will provide current, and complete, personal and family contact information, to the Internship Coordinator and the worksite supervisor, at all times during the internship. This information will be submitted, by using the Internship Contact Information Form, at the Signing and Orientation Day event.
- I understand that my intern worksite and/or the supervisor is counting on me to complete my assigned work accurately and on time. I will notify my worksite supervisor and Internship Coordinator immediately if I will be absent due to illness or another serious circumstance. I will immediately contact my worksite supervisor and/or a designated alternative contact, and the Internship Coordinator, if I experience harassment, discrimination, workplace violence; sustain a worksite injury and/or any other improper workplace incidents.
- I will conduct myself professionally at all times. This includes, but is not limited to:
 - ✓ Maintaining confidentiality regarding employer information, relating to clients, customers, patients, employees, products, services, and other non-public information, that is proprietary to the employer.
 - ✓ Reporting to work on time and in proper attire; providing an outstanding work product; working cooperatively with the worksite staff.
 - ✓ Using appropriate written, oral, and electronic communication in all interactions with worksite staff, clients, customers, patients, and the Internship Coordinator.
 - ✓ Completing all orientation, training, or testing as required by the Rock Internship Program; and observe all safety rules, procedures, and policies.
- Engage in positive, professional, and legally compliant behavior; and accept responsibility and accountability for my actions; and ensure that I conduct myself with dignity and respect toward every person with whom I interact.

The Internship Coordinator reserves the right to terminate the internship if it is decided the student is not performing satisfactorily; if program (conduct and participation) rules have been violated; and/or the experience fails to meet the expectation of both the student and the employer. The worksite supervisor may also request removal of the student, at its discretion and without prior notice.

Students participating in the Rock Internship Program may maintain, if they choose and at no cost to any of the participating and/or sponsoring organizations, comprehensive health and medical or student accident insurance. Upon request, evidence of such insurance shall be provided to Internship Coordinator.

The Internship Coordinator agrees to do the following:

- Coordinate the Internship experience, serving as the primary contact and resource for interns and their intern worksites.
- Lead and/or manage the intern and intern worksite selection processes.
- Provide and conduct intern onboarding, basic pre-employment training and exposure to other relevant workplace topics.
- Monitor intern journals and facilitate access to supplemental career and/or higher education resources.
- Identify, address and/or resolve any SWWDB payroll related issues.
- Identify, address and/or resolve any disciplinary or conflict resolution issues.
- Conduct pre-and-post and/or current intern worksite visits.
- Communicate with participants and partners for the purposes of conducting formal program assessment and evaluation related activities.
- Collaborate with Rock County 5.0 regarding any media, public and/or stakeholder reports, updates, etc.

The SWWDB Agrees to do the following:

- Serve as the Employer of Record for this program.
- Be responsible for handling all payroll and workers' compensation insurance items associated with this program; and serve as said resource as it concerns these topics.

By signing below, you are confirming that all Information you have provided on this form, and all other related Rock Internship Program forms and/or materials is accurate, complete and truthful; and you certify that you have read and understand the program's terms and conditions; and you agree to hold harmless the Intern Worksite Employer and/or its staff; Blackhawk Technical College and its Internship Coordinator; Southwest Wisconsin Workforce Development Board and staff; and Rock County 5.0 and/or any of its member or partnering organizations, its contributors, independent contractors for all liability claims; for any direct or indirect damages, and/or outcomes associated with participation in this internship program. You further acknowledge that you are authorized to sign this Agreement; and understand this section shall continue beyond the expiration or termination of this Agreement.

I/We agree to comply with the conditions of this Agreement.

Student Intern (Print and Sign Name) Date

Student Parental and/or Guardian (Print and Sign Name) Date

Employer/ Intern Worksite Supervisor (Print and Sign Name) Date

Rhonda Suda, Southwest Workforce Development Board (Print and Sign Name) Date

Kerry Osmond, Internship Coordinator (Print and Sign Name) Date

ROCK INTERNSHIP CONTACT INFORMATION FORM

Student Intern Name _____ High School _____

Student Telephone _____ Student Email _____

Emergency Contact Name (Student's Parent and/or Legal Guardian) _____

Emergency Contact Phone Numbers (work and cell) _____

Emergency Contact Emails (work and home) _____

Intern Worksite Supervisor Name _____ Job Title _____

Address _____ Work & Cell Phone Numbers _____

City/State _____ Zip Code _____ Email _____

Alternative Worksite Contact _____ Job Title _____

Phone _____ Email _____

Internship Title and Description of Duties (If available, please *attach a job description*)

Date Internship begins 6/18/18 Date Internship ends 7/20/18 Maximum Worksite Hours / Week 16

Worksite Schedule: Monday _____ Tuesday _____ Wednesday _____ Thursday _____

FREQUENTY ASKED QUESTIONS

When is the Rock Internship Program Offered?

Summer 2018 is the initial pilot project period for this earn-and-learn talent development offering, which is intended to be available throughout the Greater Rock County area.

How long is the internship?

The internship program is four (4) weeks and one-half day. The program kicks-off with a June 12th Signing and Orientation Day and then interns report to their worksites on June 18th. July 19th is the final worksite report date and then the entire program concludes with a July 20th Graduation Day.

How much do the interns get paid and who is responsible for paying them?

Interns will be paid an hourly rate of \$10 / hour and the Southwest Wisconsin Workforce Development Board (SWWDB) will be the Employer of Record. Financial and technical support for this internship program will derive from participating intern (employer) worksites, Blackhawk Technical College, Rock County 5.0 and the SWWDB.

Employers are responsible for covering their pro rata share of financial, as well as technical, support for this program – which is established at \$800.00 per internship [NOTE: Businesses that agree to host more than one intern during summer 2018 will receive a financial discount.]. This fee must be received via an electronic or hard copy payment method, by no later than the Signing and Orientation Day, at the below listed address [NOTE: If requested, participation invoices will be generated.]:

Rock County Internship Program
C/O Forward Foundation
14 South Jackson Street
Janesville, WI 53548

Is there an age limitation to participate in this internship program?

Yes, interns need to be at least 16 years old; a resident of Rock County, WI; and entering their senior year of High School.

Is this offering available to any employer, regardless of industry sector or product/service?

Generally speaking, the answer is yes – pending an employer allows individuals under the age of 18 years old into their place of business (e.g. job shadowing, employment, etc.). Additionally, employers must have the capacity and/or experience to serve as an intern worksite – as documented by its participation in other comparable earn-and-learn activities. These activities may include, but are not limited to: apprenticeships, (college) internships, mentoring, etc.

What assignments, tasks or jobs can the intern perform?

Interns may perform any function within their capacities and related skill sets. Worksite supervisors must have a safety plan and related programming in place to ensure that an appropriate working and supervisory environment exists.

What about workers’ compensation and general liability insurance for the interns?

Although interns will be covered as employees under the SWWDB, participating intern worksites are strongly encouraged to consult with their insurance agents and then communicate with SWWDB regarding these issues. The Internship Coordinator can also serve as a resource, as well.

Well-supervised interns will not present a problem, provided they are not assigned to “hazardous” duties (as defined by OSHA). Intern worksites must have a safety plan and be in good standing with all local, state and/or federal workplace rules and regulations.

How will interns report to work?

Interns are responsible for providing their own transportation, to the worksite and BTC.

What type of preparation do you need to perform before the interns are placed and they report for work?

Contact the Internship Coordinator and discuss participation interest; review the Rock Internship Employer Manual; and/or simply complete the online [Intern Worksite Registration form](#). For additional instructions and participation details, contact:

Kerry Osmond
Rock Internship Coordinator
608.757.7728
Kosmond1@blackhawk.edu

Worksite Supervisor Intern Evaluation Scoring Form Instructions

Using the below evaluation scoring form, describe how well the intern did on each of the following key performance metrics. As you select and assign your ratings, please keep the following factors in mind:

- In cases where you may not be (directly) familiar with the intern's performance, be sure to consult with others to get information on how well he/she performed (e.g. coworkers, other supervisors, etc.).
- Do not be influenced by personal feelings, about this individual, which are not job related. Your goals should be to provide an objective rating.
- Rate the intern relative to other employees that you have observed in the intern's job classification, with similar tenure and experience.
- Don't allow good or bad performance in other areas to influence the evaluation of the current item you are considering. Rate each area independently.
- Finally, you should expect some variation in your ratings. Even the most effective employees perform some areas less well, while even ineffective employees perform well on some dimensions.

Scoring Form Value Definitions:

POOR	Poor effort is given; significant improvement is expected.
FAIR	Has trouble meeting performance requirements; room for improvement exists.
GOOD	Usually meets performance requirements; occasionally falls short.
VERY GOOD	Consistently meets or exceeds performance requirements; rarely falls short.
EXCELLENT	Performance is of the highest caliber; expectations are exceeded.
N / A	Not applicable.

Worksite Supervisor Intern Evaluation Scoring Form

Intern Name:

High School/District:

Company Name:

Intern Worksite Supervisor:

Date:

Total Score:

Intern Metrics	Poor 1	Fair 2	Good 3	Great 4	Excellent 5	N/A	Score
Communication							
Completes oral and written instructions							
Accurately uses craft / trade terminology							
Communicates effectively and professionally							
Human Relations							
Works well with others							
Accepts feedback and makes improvements							
Exhibits professionalism and respect							
Learning Ability							
Comprehends instructions and implements tasks well							
Accepts new ideas and applies those skills to said tasks							
Tools & Equipment							
Uses the correct tool / equipment for the task							
Checks out and returns tool / equipment							
Displays proper safety and care with said tool / equipment							
Willingness to Learn							
Is attentive to training and instructions							
Applies and accepts hands-on learning tasks							
Asks questions and seeks more information							
Work Habits							
Adheres to the job and/or task schedule							
Accurately follows instructions							
Performs quality work							
Knowledge of Job or Craft							
Understands basic scope of each task							
Displays knowledge of skills required to complete the task							
Seeks assistance when / where higher skill levels are needed							
Total Scores (100 Points Maximum Score)							