

WORK-BASED LEARNING
INTERNSHIP/EXTERNSHIP SKILLS GRID
 JORDAN SCHOOL DISTRICT



Date: _____ **Student Name:** _____

Business: _____ **Supervisor:** _____

Transferable Job Skills: *A number of workplace skills are necessary in all career fields. These skills (listed below) should be observed and practiced at all student internship sites. Mentors will evaluate interns on transferable job skills each term.*

- Work Habits and Attitudes
 - Technical Skills
 - Thinking and Problem Solving Skills
 - Communication Competencies
- Interpersonal Effectiveness
 - Quality of Work Accomplished
 - Dependability & Punctuality
 - Appearance and Grooming

List the skills directly related to what the student intern will be learning for this term and mark his/her level of learning. (M=Mastered; L=Learning; T=To Be Taught)

SKILLS:	M	L	T
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

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