

WORK-BASED LEARNING  
**INTERNSHIP 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

OBSERVATION CRITERIA	5	4	3	2	1	PERFORMANCE RATINGS
Work Habits & Attributes						Motivation & energy for self-improvement, initiative, enthusiasm, pride in work, adaptability, willingness to learn.
Interpersonal Effectiveness						Ability to get along with others, tact, courteous, contributes to a team effort.
Quality of Work						Accurate, neat, error-free and complete work.
Dependability						Attendance, punctuality, conscientiousness, reliability in meeting commitments.
Problem-Solving Skills						Ability to identify, analysis, and resolve problems.
Appearance & Grooming						Dress and grooming appropriate for business.
Communication Competencies						Reading & comprehending; listening & understanding; speaking & writing clearly in accordance with accepted business standards.
Mathematical Competencies						Numeric and algebraic calculations; problem-solving strategies such as application of the scientific method, analysis and graphing.
Definition: 5=Outstanding; 4=Performs well; 3=Average; 2=Needs coaching; 1=Apathetic & irresponsible, or N/A						

**Comments:**

*All districts in the Wasatch Front Consortium do not discriminate on the basis of disability, gender, race, color, national origin, or age in educational programs, activities, or access to facilities.*