



Work Experience Education

Colton Joint Unified School District

W. Robert Reedy, Teacher/Coordinator

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To: Employers of Work Experience Education Students

From: Bob Reedy, Work Experience Teacher

Subject: Evaluation of Student Employees

Thank you for showing interest in young people by hiring a Colton Joint Unified School District student at your place of business and working with the Work Experience Education (WEE) site program coordinator.

A very important and valuable part of a student's job experience is the evaluation that you make of his/her progress on the job. First, the student will complete an Individual Training Plan with input from you and the WEE staff. The student will spend time in the classroom, and more importantly, time working for you to achieve the goals and objectives of the plan. A WEE staff person will contact you and review the plan early in the semester. The student should work hard in the classroom and work site to achieve the goals of the plan.

Finally, near the end of the semester, a WEE staff person will meet with you. You will complete a WEE employee evaluation form. The evaluation is a report on the student's progress at meeting the goals and objectives of the Individual Training Plan and as an employee in general. The evaluation is very important to the student employee. One-third of their semester grade is based upon this evaluation. The other two-thirds of their grade is based upon classroom participation and achievement on related instruction. The WEE staff person will be happy to assist you in completing the evaluation.

It is our goal that students in the WEE program gain insight into the "World of Work" and become productive members of society and good citizens. If you have any questions about the program or concerns about a student employee in the program, please do not hesitate to contact us.

BR:kd