

**MONITORING CHECKLIST - WORK EXPERIENCE**

**PURPOSE**

*This checklist is used to determine whether a service provider that arranges and supervises work experience activities and work sites is complying with the terms of the contract and is providing quality training to participants. The first three pages contain basic data and should only be completed once. Remaining pages will be re-used for each participant.*

**PRIMARY CONCERNS**

- Appropriateness of work experience for participants
- Quality of work experience in teaching good work habits or job skills
- Quality of outcomes and other benefits to participants
- Adequacy of work site supervision in assuring compliance to administrative provisions and contract statement of work
- Adequacy of payroll attendance records

**CONTRACTOR IDENTIFYING DATA**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contract Number: \_\_\_\_\_

Funding Source: Title IIA \_\_\_ Title IIB \_\_\_ Title III (EDWAA) \_\_\_

Contractor Representative and Title: \_\_\_\_\_

Type of Contractor: ( ) private-for-profit ( ) private non-profit ( ) public

Type of Contract: ( ) Cost Reimbursement ( ) Fixed Unit Price ( ) Cost Plus Fixed Fee

Contract Amount: \$ \_\_\_\_\_ Number to be served: \_\_\_\_\_

Contract Period: \_\_\_\_\_ Maximum Hours Worked (wk): \_\_\_\_\_

Number WE Slots: \_\_\_\_\_ Number WE Sites: \_\_\_\_\_

Target group: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**MONITORING CHECKLIST - WORK EXPERIENCE**

Number or percent of participants to be provided services in addition to WE:

_____	Participant recruitment and eligibility		
_____	Assessment	_____	Vocational counseling
_____	WE placement	_____	Case management
_____	Participant payroll	_____	Work site supervision
_____	Child care	_____	Support services— transportation
_____	Other (specify)	_____	

Who is responsible for referring participants to the training?

- TJC     This contractor     Another contractor

Who is the employer of record?

- TJC     This contractor     Another contractor

Attendance requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other Statement of Work requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Budget limitations and line item requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Representations, certifications, and administrative provisions contained in this contract:

- \_\_\_ Non-discrimination clause                      \_\_\_ Establishment of grievance procedures  
\_\_\_ Handicapped access                              \_\_\_ Protection from political and religious activities  
\_\_\_ Health and safety standards established by state and Federal law  
\_\_\_ Compliance with specific JTPA legislative and regulatory requirements  
\_\_\_ Complies with worker compensation laws  
\_\_\_ Participants receive comparable working conditions and benefits to other employees  
\_\_\_ No retirement plan contributions              \_\_\_ No displacement of regular employees  
\_\_\_ Consistent with any collective bargaining agreements  
\_\_\_ No replacement of laid off-workers  
\_\_\_ No infringement of promotional opportunities for regular employees  
\_\_\_ Other State and local requirements: \_\_\_\_\_

\_\_\_\_\_

**MONITORING CHECKLIST - WORK EXPERIENCE**

Date On-Site Visit: \_\_\_\_\_

Monitored by: \_\_\_\_\_

Date of Monitoring Report: \_\_\_\_\_

Planned performance benchmarks for period being monitored:

	Planned/Actual		Planned/Actual
Number served:	_____	Number completing training	_____
Number employed:	_____	Other:	_____

Summary of reports dated: \_\_\_\_\_

\_\_\_\_\_

Conditions required for contract payments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date and amount of last invoice or payment: \_\_\_\_\_ / \$ \_\_\_\_\_

Previously monitored: Date: \_\_\_\_\_

Deficiencies cited: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Outstanding corrective action and timetable: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Results of corrective action: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MONITORING CHECKLIST - WORK EXPERIENCE**

**CONTACTS OR LOCATIONS FOR ON-SITE REVIEW**

*Interview questions are on pages 4 through 22. A question may need more than one person's response. Review the questions, then call the contractor representative, explain the purpose of the interviews, and review the subjects to be covered. The contractor representative can then determine who the appropriate respondent(s) is/are and arrange for their availability. Include both participants and drop-outs in interviews.*

**INTERVIEWEES:**

<b><u>SUBJECT</u></b>	<b><u>NAME</u></b>	<b><u>TITLE</u></b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**CONTRACTOR RECORDS (What is needed and who has it):**

<b><u>RECORD TYPE</u></b>	<b><u>NAME</u></b>	<b><u>TITLE</u></b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____

**MONITORING CHECKLIST - WORK EXPERIENCE**

**INSTITUTION INTERVIEW GUIDE**

*Some of the information called for in this interview is duplicated in the **BASIC DATA** section and may be available in the contract or other records available to you. Complete these sections prior to the interview to confirm and clarify those points.*

**PROGRAM OVERVIEW**

**1. What is the general purpose of the work experience you provide?**

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**2. Briefly describe your approach to developing WE positions and matching them to participants. How do you view your progress in developing the number and type of worksites set out in the contract? Determine the criteria used to approve worksites for the target population. How do these criteria relate to participant needs?**

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**3. Where are participant, work site and contract records kept? Is there a written work site agreement? Obtain copies of work site agreements.**

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**4. Who develops the work sites? Are they the same personnel who recruit and refer the participants, provide case management services, and supervise the work sites? If staff has separate assignments, how is coordination assured so that work experience results in successful employment outcomes?**

**NAME AND TITLE**

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Work site development  Site supervision  Recruitment  Case management

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Work site development  Site supervision  Recruitment  Case management

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Work site development  Site supervision  Recruitment  Case management

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Work site development  Site supervision  Recruitment  Case management

**MONITORING CHECKLIST - WORK EXPERIENCE**

**5. What are the objectives of the work experience?** *To establish if WE is the primary activity in the participant's EDP or does it complement concurrent activities.*

*Objectives are:*  *Teach good work habits to participants with no prior work history,*  
 *Correct identified poor work habits,*  *Teach specific job skills,*  *Provide for career exploration.*

*Work experience is/is not linked to other training activities managed by this or another service provider.*

Comments \_\_\_\_\_  
\_\_\_\_\_

**6. Participants served under this contract:** \_\_\_\_\_ **Work sites available:** \_\_\_\_\_

**On average, participants served by the same work site:** \_\_\_\_\_

**Range of occupations represented by the work sites:** \_\_\_\_\_

**Hours per week participants spend in work experience:** \_\_\_\_\_

*Can the range of occupations, hours employed and number of work sites meet WE objectives?*  Yes  No

Comments \_\_\_\_\_  
\_\_\_\_\_

**CONCLUSIONS:**

*The number of work sites is/is not adequate.*

*Key staff are/are not acceptable.*

*The general approach to finding work sites and assigning participants is/is not acceptable.*

Additional information needed: \_\_\_\_\_  
\_\_\_\_\_

Strengths: \_\_\_\_\_  
\_\_\_\_\_

Weaknesses: \_\_\_\_\_  
\_\_\_\_\_

Recommended changes: \_\_\_\_\_  
\_\_\_\_\_

**MONITORING CHECKLIST - WORK EXPERIENCE**

**APPROPRIATENESS OF WORK EXPERIENCE FOR PARTICIPANTS**

**7. Describe how participants are recruited for work experience.**

Method for determining JTPA eligibility: \_\_\_\_\_

\_\_\_\_\_

Criteria for entering WE activity other than eligibility: \_\_\_\_\_

\_\_\_\_\_

Primary source of referrals to WE: \_\_\_\_\_

\_\_\_\_\_

**8. How do you determine that the WE slots are suitable for participants (use records as examples)? How are participant assessment data used to match participants to particular WE positions?**

*Work sites are/are not selected with participant employability needs in mind.*

Determination of suitability: \_\_\_\_\_

\_\_\_\_\_

Assessment data supporting the referral to WE: \_\_\_\_\_

\_\_\_\_\_

Work sites review process prior to assignment of participants: \_\_\_\_\_

\_\_\_\_\_

Role employers play in selecting participants for a particular slot: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MONITORING CHECKLIST - WORK EXPERIENCE**

**CONCLUSIONS:**

*Statements that WE meets financial needs or that work sites are assigned because they are accessible to the participant does not satisfy the requirement that the work sites address employability objectives of the participant.*

*Work experience assignments are/are not appropriate for the participants.*

*Contractor controls referrals to WE and does/does not have copies of participant EDPs.*

*Contractor does/does not have sufficient assessment information to correctly place participants.*

Additional information needed: \_\_\_\_\_

Strengths: \_\_\_\_\_

\_\_\_\_\_

Weaknesses: \_\_\_\_\_

\_\_\_\_\_

Recommended changes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**MONITORING CHECKLIST - WORK EXPERIENCE**

**PROCESS INDICATORS OF QUALITY OF TRAINING**

**9. Does the WE have written, measurable learning objectives? Give two examples. i.e., 90 percent attendance, 100 percent on-time.**

*Objectives are/are not in writing.*

*Objectives are/are not readily measurable, particularly related to work habits.*

*The Employer is/is not well acquainted with the learning objectives.*

*Objectives are expressed as  subject areas, e.g., punctuality, or  participant competencies.*

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**10. If basic education or classroom training is needed, how is it coordinated with WE?**

*Effort is/is not made to determine the need for classroom training*

*Effort is/is not made to coordinate needed classroom training with the WE.*

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**11. What methods are used to teach participants good work habits or job skills? What qualifications do supervisors have?**

*Site does/does not incorporate good work habit/job skill training as part of program.*

*Person responsible for supervising is/is not a good role model.*

*Trainee does/does not receive sufficient attention from the supervisor.*

Supervisor's name and title: \_\_\_\_\_

Qualifications: \_\_\_\_\_

Teaching methods: \_\_\_\_\_

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**MONITORING CHECKLIST - WORK EXPERIENCE**

**12. How do participants learn how well they are doing on the job and what is done for non-progress?**

*Feedback and frequency (daily, weekly, etc.):*

supervisor work evaluation (\_\_\_\_\_),  peer evaluation (\_\_\_\_\_), or

practice where they perform a task to a set standard (\_\_\_\_\_).

Non-progress actions include: \_\_\_\_\_

\_\_\_\_\_

**13. How do you determine when WE objectives have been met? At what point do WE supervisors "graduate" successful participants?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CONCLUSIONS:**

*You should have a clear sense of how supervisors are expected to perform preparatory to work site supervisor interviews.*

*This work experience does/does not prepare participants for employment as described in the contract.*

*The number of participants being served does/does not meet contract performance benchmarks.*

*This WE will/will not facilitate achieving skill levels or work habits required for a job.*

Additional information needed: \_\_\_\_\_

\_\_\_\_\_

Strengths: \_\_\_\_\_

\_\_\_\_\_

Weaknesses: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recommended changes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MONITORING CHECKLIST - WORK EXPERIENCE**

**QUALITY OF OUTCOMES AND OTHER PARTICIPANT BENEFITS**

**14. What types of jobs are being obtained through WE? Do work sites ever employ participants? If not, how is the WE related to eventual employment of participants?**

*Work sites do/do not employ participants.*

*Other employment outcomes:  enriched work experience,  achieving good work habits,  achieving good work attitudes,  positive self-image,  transferable job skills  good job references.*

Jobs obtained: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**15. What are the typical wages and fringe benefits received by participants? If they are paid less or receive less benefits, how is it justified? Detail four job classifications.**

*Benefits:  FICA,  worker's compensation,  health insurance,  vacation,  sick leave,  bonuses,  pay increases,  Certificate,  other (specify) \_\_\_\_\_*

Job classification: \_\_\_\_\_

Participant wage: \_\_\_\_\_ Industry average: \_\_\_\_\_

If difference, justification: \_\_\_\_\_  
\_\_\_\_\_

Job classification: \_\_\_\_\_

Participant wage: \_\_\_\_\_ Industry average: \_\_\_\_\_

If difference, justification: \_\_\_\_\_  
\_\_\_\_\_

Job classification: \_\_\_\_\_

Participant wage: \_\_\_\_\_ Industry average: \_\_\_\_\_

If difference, justification: \_\_\_\_\_  
\_\_\_\_\_

Job classification: \_\_\_\_\_

Participant wage: \_\_\_\_\_ Industry average: \_\_\_\_\_

If difference, justification: \_\_\_\_\_  
\_\_\_\_\_

**MONITORING CHECKLIST - WORK EXPERIENCE**

**16. What supportive services do participants receive through this or another contract?**

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**CONCLUSIONS:**

*Participants are/are not expected to stay with their employers on a permanent basis.*

*Wages and fringe benefits are/are not equal to or greater than what was earned by the participants in prior employment.*

*The benefits obtained from WE do/do not appear worthy of the cost they represent.*

*Contractual performance outcomes will/will not be achieved.*

Additional information needed: \_\_\_\_\_

Strengths: \_\_\_\_\_

Weaknesses: \_\_\_\_\_

Recommended changes: \_\_\_\_\_

**MONITORING CHECKLIST - WORK EXPERIENCE**

**WORK SITE SUPERVISION AND COMPLIANCE TO CONTRACT REQUIREMENTS**

**17. How often is there contact between the employer, the contractor, the participant and your staff? What services to participants are offered during these occasions?**

Contact frequency between employer and contractor staff: \_\_\_\_\_

Contact frequency between contractor staff and JTPA staff: \_\_\_\_\_

Participant contacted on these occasions  always,  frequently,  seldom,  never.

Other services available to the participant:  counseling for work adjustment,  
 remedial education,  support services,  other \_\_\_\_\_.

Contractor is/is not responsible for coordinating services.

Rate interactions between the contractor and employer's staff: \_\_\_\_\_

Rate interactions between the contractor and participant: \_\_\_\_\_

**18. How do you become involved in case of participant termination or difficulties?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**19. What form of work site feedback is used to determine that the participant is progressing toward the employment objectives? How many participants have achieved their training objectives or employment?**

Work site feedback on progress: \_\_\_\_\_

\_\_\_\_\_

Number of participants achieving training objectives: \_\_\_\_\_

Number of participants achieving permanent employment: \_\_\_\_\_

**20. How do you ensure working conditions meet the requirements for JTPA WE sites? How does the contractor orientate the employer to these requirements? Cover the issues of compliance with State and federal safety laws, child labor laws (if participants are less than 16), political, sectarian and maintenance of effort provisions.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MONITORING CHECKLIST - WORK EXPERIENCE**

**CONCLUSIONS:**

*Contractor does/does not demonstrate procedures and activities to assure work sites meet the WE activity objectives.*

*Contractor does/does not demonstrate procedures and activities to assure compliance to various administrative provisions.*

*Quality and nature of contacts between the contractor and the employer are:*

excellent  good  fair  poor

*Quality and nature of contacts between the contractor and the participant are:*

excellent  good  fair  poor

Additional information needed: \_\_\_\_\_

\_\_\_\_\_

Strengths: \_\_\_\_\_

\_\_\_\_\_

Weaknesses: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recommended changes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MONITORING CHECKLIST - WORK EXPERIENCE**

**ACCURACY OF TIME AND ATTENDANCE RECORDS**

**21. How do you ensure the accuracy of participant attendance and time records?**

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**22. (If the contractor is responsible for participant payroll.) How do you ensure that wages do not exceed the limits set by the contract?**

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**CONCLUSIONS:**

*If these questions raise concerns about time and attendance records, query the contractor about specific contract requirements.*

Additional information needed: \_\_\_\_\_

Strengths: \_\_\_\_\_

Weaknesses: \_\_\_\_\_

Recommended changes: \_\_\_\_\_

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**MONITORING CHECKLIST - WORK EXPERIENCE**

**WORK SITE SUPERVISOR INTERVIEW TOPIC GUIDE**

*Work sites must comply with various administrative requirements in addition to providing appropriate experience for participants. Conduct interviews while participants are on-site to observe the training experience and working conditions while determining the work site supervisor's perceptions of the purpose of WE. The work site supervisor should be the person who directly supervises the participants and is most responsible for their learning experience. If interviewing more than one participant, duplicate pages 16 to 21.*

Work Site: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Title: \_\_\_\_\_

Participant Name: \_\_\_\_\_

**23. How long have you been a work site supervisor for JTPA participants? How long have you supervised participant?**

As work site supervisor: \_\_\_\_\_ Supervising participant: \_\_\_\_\_

**24. What kind of work is done by your office (shop)?**

*Work is/is not dangerous.*

*Work involves  power equipment,  sharp tools,  heights,  heavy lifting,  exposure to toxic substances.*

*Participants are protected from these dangerous elements by: \_\_\_\_\_*

*Work requires  complex job skills,  technical job skills,  good social skills*

Other: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**25. How does the participant fit in with the work done here?**

*Participant is/is not compatible with the work environment for basic skill requirements.*

*Participant is not compatible with the work environment for:  appearance,  social skills,  attention to detail,  basic education level,  personality.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**MONITORING CHECKLIST - WORK EXPERIENCE**

**26. What are the participant's duties?**

Specific responsibilities: \_\_\_\_\_

\_\_\_\_\_

Kinds of equipment used: \_\_\_\_\_

\_\_\_\_\_

Products expected: \_\_\_\_\_

\_\_\_\_\_

Level of difficulty represented: \_\_\_\_\_

\_\_\_\_\_

Responsibility: \_\_\_\_\_

\_\_\_\_\_

**27. Does the participant's current work match that of a regular employee in content and quality? If yes, what would that employee's job title be? If no, could the participant reach that level of competence?**

*Work does/does not match that of a regular employee.*

*Possible job title: \_\_\_\_\_*

*Participant could/could not reach that level of competence. If could not, give reasons.*

\_\_\_\_\_

\_\_\_\_\_

**28. Of the hours spent on the work site each week, what percentage is devoted to:**

*learning new tasks \_\_\_\_\_%*

*repeating previously learned tasks \_\_\_\_\_%*

*correcting poor work habits \_\_\_\_\_%*

*If not 100 percent of participant's time, is it due to:  poor supervision (doesn't know how time is spent),  lack of structure of participant's time,  time not spent productively,  time spent in make-work activity. Request explanations.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MONITORING CHECKLIST - WORK EXPERIENCE**

**29. Why do you think participant was assigned to this work site? Do you think that this purpose can be achieved? Why or why not?**

*Supervisor is/is not familiar with the participant's employability development objectives.*

*Supervisor does/does not know what the learning objectives are.*

*Supervisor does/does not believe objectives can be addressed by work experience.*

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**30. How often do you confer with the contractor's staff? Is this in person or by telephone? How often do you submit time sheets and participant evaluations? This confirms the contractor's procedures for monitoring the work site.**

Confer with staff:  daily,  weekly,  bi-monthly,  monthly,  other \_\_\_\_\_

Contact is made:  by telephone,  in person,  either, dependent on situation

Time sheets submitted:  daily,  weekly,  bi-monthly,  monthly,  other \_\_\_\_\_

Evaluations submitted:  daily,  weekly,  bi-monthly,  monthly,  other \_\_\_\_\_

**31. What is the probability of regular employment in this company for this participant?**

*If employment is not feasible, why not?*

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**32. How is the participant's attendance tracked and what records are maintained? Does the work site supervisor's response corroborate information given by the contractor?**

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**33. How much time does supervision of this participant require each week? Does it vary and, if so, why?**

*The supervision is/is not adequate for the participant.*

Time required: \_\_\_\_\_ Time varies:  Yes  No

Variance caused by: \_\_\_\_\_

**34. How does your employer benefit from participating as a work site? While it is permissible for the employer to benefit from the participant's labor, determine if the benefit is at the expense of the participant meeting his/her objectives.**

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**MONITORING CHECKLIST - WORK EXPERIENCE**

**CONCLUSIONS:**

This work site's value in achieving the participant's stated employability objectives is:

excellent,  good,  fair,  poor

Strengths/Weaknesses in terms of:

**Number of participants it can serve:**

Strengths - \_\_\_\_\_

Weaknesses - \_\_\_\_\_

**Type of learning objectives it can achieve:**

Strengths - \_\_\_\_\_

Weaknesses - \_\_\_\_\_

**Types of participants it can serve:**

Strengths - \_\_\_\_\_

Weaknesses - \_\_\_\_\_

**Accessibility to participants:**

Strengths - \_\_\_\_\_

Weaknesses - \_\_\_\_\_

**Attractiveness of the work environment:**

Strengths - \_\_\_\_\_

Weaknesses - \_\_\_\_\_

**Quality of supervision, including effectiveness with disadvantaged participants:**

Strengths - \_\_\_\_\_

Weaknesses - \_\_\_\_\_

Relationship with participants:  paternalistic,  officious,  friend,  peer

**MONITORING CHECKLIST - WORK EXPERIENCE**

**PARTICIPANT INTERVIEW TOPIC GUIDE**

*Participants should not be made to feel that they or their supervisor are being investigated. Determine the participant's perception of their work experience.*

**35. How long have you been at this work site?** \_\_\_\_\_

**36. How did you get into this work site program?** *Verify the contractor's statements regarding how the participant was matched to the training. Determine employer's role in selection.*

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**37. Before starting the training or soon thereafter, were you told what to expect relative to the following questions and are things different from what you were told?:** *Use lines following, if needed, for comments.*

Attendance or other requirements:  Yes  No

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What you would learn:  Yes  No

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Kinds of jobs that you could get:  Yes  No

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Who to contact for problems:  Yes  No

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What to expect:  Yes  No

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**38. How do you know how well you are doing?** *Feedback and frequency (daily, weekly, etc.):*

- Periodic formal appraisals (\_\_\_\_\_)  Informal praise (\_\_\_\_\_)
- Correction (\_\_\_\_\_)  Other (specify)

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**39. Is attendance recorded every day?** *To confirm if attendance records are kept.*  Yes  No

**MONITORING CHECKLIST - WORK EXPERIENCE**

**40. If you have missed work or been late, what were the reasons?**

- Health    Child care    Transportation    Family issues  
 Other \_\_\_\_\_

**41. What happens if you are late or miss time at work?** *Determine if the supervisor's response to lateness reinforces good work habits.*

*Good work habits are/are not being taught.*  
\_\_\_\_\_  
\_\_\_\_\_

**42. Do you think that you get enough attention from your supervisor?**  Yes  No

**43. Do you ever feel that you are wasting your time?**  Yes  No

*If the student sees the training as irrelevant, is it  type of work,  instructional method,  level of difficulty,  lack of opportunities to learn,  other \_\_\_\_\_*

**44. Who do you go to when you have a problem? What generally happens?**

Contact	Results
_____	_____

**45. How will what you are learning help or not help you get the job you want?**

\_\_\_\_\_  
\_\_\_\_\_

**CONCLUSIONS:**

Additional information needed: \_\_\_\_\_

Strengths: \_\_\_\_\_

Weaknesses: \_\_\_\_\_

Recommended changes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MONITORING CHECKLIST - WORK EXPERIENCE**

**PARTICIPANT RECORDS REVIEW**

*Complete records review sheets for a 10 percent sample of participants or a minimum of 10 records. Summarize below the percentage of records that:*

- \_\_\_\_\_ contain work permits for participants under 16 years of age
- \_\_\_\_\_ document period of participation
- \_\_\_\_\_ document attendance in the form of signed time sheets
- \_\_\_\_\_ document formal evaluations
- \_\_\_\_\_ document supervisor comments
- \_\_\_\_\_ document work competencies achieved
- \_\_\_\_\_ document progress in completing WE objectives for participant
- \_\_\_\_\_ record support services received, date service received
- \_\_\_\_\_ record referrals, reasons, and dates
- \_\_\_\_\_ record needs-based payment(s), date(s) received
- \_\_\_\_\_ record placement assistance received, date received
- \_\_\_\_\_ contain assessment results
- \_\_\_\_\_ contain vocational counseling results
- \_\_\_\_\_ contain information relative to WE and WE site selected
- \_\_\_\_\_ contain employer name and contact information
- \_\_\_\_\_ document wages and benefits received
- \_\_\_\_\_ document employee's position with the employer of record
- \_\_\_\_\_ contain information regarding reason for termination of work experience

**CONCLUSIONS:**

The following discrepancies were noted between participant records and interviews.

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The following observations **refute** information obtained from other sources:

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