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| **INSTRUCTIONS** | | | | |
| For completion by the Community Rehabilitation Provider after the completion of summer work experience. | | | | |
| If you or a member of your immediate family ever served in the U.S. Armed Forces, [click here for more information about military-related services in Missouri](https://dese.mo.gov/veterans-services) or visit [www.dese.mo.gov/veterans-services](http://www.dese.mo.gov/veterans-services) | | | | |
| STUDENT NAME | | CRP NAME | | |
| **WORK EXPERIENCE INFORMATION** | | | | |
| SITE NAME | | PHONE NUMBER | | |
| SITE ADDRESS | | | | |
| POSITION TITLE | START DATE | | | END DATE |
| **WEEKLY REVIEW** | | | | |
| Use the following evaluation scale when evaluating a student’s job tasks and soft skills.   * Not applicable * Unable to complete task — cannot complete task with or without supports * Successful with staff supports — requires reminders, prompts, role playing, staff assistance * Independent with accommodations — task list, accommodations, does not require staff assistance * Independent — no supports needed to complete task | | | | |
| **JOB TASKS — WEEK ONE**  List each job task assigned along with the support level required for each task. | | | Additional comments | |
| Task 1 | Choose an item. | |  | |
| Task 2 | Choose an item. | |  | |
| Task 3 | Choose an item. | |  | |
| Task 4 | Choose an item. | |  | |
| Task 5 | Choose an item. | |  | |
| Task 6 | Choose an item. | |  | |
| **SOFT SKILLS — WEEK ONE**  Evaluate the following soft skills. | | | Additional comments | |
| Communication | Choose an item. | |  | |
| Enthusiasm and attitude | Choose an item. | |  | |
| Teamwork | Choose an item. | |  | |
| Networking and professional relationships | Choose an item. | |  | |
| Professionalism and  work ethic | Choose an item. | |  | |
| Problem solving and critical thinking | Choose an item. | |  | |
| Self-advocacy | Choose an item. | |  | |

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| Supports and accommodations utilized list types of accommodations, supports, and prompts used, and outcomes. | | |
| Strengths and abilities identified include positive skills or character traits, knowledge, attributes, and skills in job tasks and soft skills. | | |
| Concerns and barriers discussed include areas of growth and opportunity in job tasks and soft skills. | | |
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| **JOB TASKS — WEEK TWO**  List each job task assigned along with the support level required for each task. | | Additional comments |
| Task 1 | Choose an item. |  |
| Task 2 | Choose an item. |  |
| Task 3 | Choose an item. |  |
| Task 4 | Choose an item. |  |
| Task 5 | Choose an item. |  |
| Task 6 | Choose an item. |  |
| **SOFT SKILLS — WEEK TWO**  Evaluate the following soft skills. | | Additional comments |
| Communication | Choose an item. |  |
| Enthusiasm and attitude | Choose an item. |  |
| Teamwork | Choose an item. |  |
| Networking and professional relationships | Choose an item. |  |
| Professionalism and  work ethic | Choose an item. |  |
| Problem solving and critical thinking | Choose an item. |  |
| Self-advocacy | Choose an item. |  |
| Supports and accommodations utilized list types of accommodations, supports, and prompts used, and outcomes. | | |
| Strengths and abilities identified include positive skills or character traits, knowledge, attributes, and skills in job tasks and soft skills. | | |
| Concerns and barriers discussedinclude areas of growth and opportunity in job tasks and soft skills. | | |
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| Task 1 | Choose an item. |  |
| Task 1 | Choose an item. |  |
| Task 2 | Choose an item. |  |
| Task 3 | Choose an item. |  |
| Task 4 | Choose an item. |  |
| Task 5 | Choose an item. |  |
| Task 6 | Choose an item. |  |
| **SOFT SKILLS — WEEK THREE**  Evaluate the following soft skills. | | Additional comments |
| Communication | Choose an item. |  |
| Enthusiasm and attitude | Choose an item. |  |
| Teamwork | Choose an item. |  |
| Networking and professional relationships | Choose an item. |  |
| Professionalism and  work ethic | Choose an item. |  |
| Problem solving and critical thinking | Choose an item. |  |
| Self-advocacy | Choose an item. |  |
| Supports and accommodations utilizedlist types of accommodations, supports, and prompts used, and outcomes. | | |
| Strengths and abilities identifiedinclude positive skills or character traits, knowledge, attributes, and skills in job tasks and soft skills. | | |
| Concerns and barriers discussedinclude areas of growth and opportunity in job tasks and soft skills. | | |
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| **JOB TASKS — WEEK FOUR**  List each job task assigned along with the support level required for each task. | | Additional comments |
| Task 1 | Choose an item. |  |
| Task 2 | Choose an item. |  |
| Task 3 | Choose an item. |  |
| Task 4 | Choose an item. |  |
| Task 5 | Choose an item. |  |
| Task 6 | Choose an item. |  |
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| **JOB TASKS — WEEK THREE**  List each job task assigned along with the support level required for each task. | Additional comments |

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| **SOFT SKILLS — WEEK FOUR**  Evaluate the following soft skills. | | Additional comments |
| Communication | Choose an item. |  |
| Enthusiasm and attitude | Choose an item. |  |
| Teamwork | Choose an item. |  |
| Networking and professional relationships | Choose an item. |  |
| Professionalism and  work ethic | Choose an item. |  |
| Problem solving and critical thinking | Choose an item. |  |
| Self-advocacy | Choose an item. |  |
| Supports and accommodations utilizedlist types of accommodations, supports, and prompts used, and outcomes. | | |
| Strengths and abilities identifiedinclude positive skills or character traits, knowledge, attributes, and skills in job tasks and soft skills. | | |
| Concerns and barriers discussed include areas of growth and opportunity in job tasks and soft skills. | | |

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| **JOB TASKS — WEEK FIVE**  List each job task assigned along with the support level required for each task. | | Additional comments |
| Task 1 | Choose an item. |  |
| Task 2 | Choose an item. |  |
| Task 3 | Choose an item. |  |
| Task 4 | Choose an item. |  |
| Task 5 | Choose an item. |  |
| Task 6 | Choose an item. |  |

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| **SOFT SKILLS — WEEK FIVE**  Evaluate the following soft skills. | | Additional comments |
| Communication | Choose an item. |  |
| Enthusiasm and attitude | Choose an item. |  |
| Teamwork | Choose an item. |  |
| Networking and professional relationships | Choose an item. |  |
| Professionalism and  work ethic | Choose an item. |  |
| Problem solving and critical thinking | Choose an item. |  |
| Self-advocacy | Choose an item. |  |

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| Supports and accommodations utilized list types of accommodations, supports, and prompts used, and outcomes. |
| Strengths and abilities identifiedinclude positive skills or character traits, knowledge, attributes, and skills in job tasks and soft skills. |

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| **JOB TASKS — WEEK SIX**  List each job task assigned along with the support level required for each task. | | Additional comments |
| Task 1 | Choose an item. |  |
| Task 2 | Choose an item. |  |
| Task 3 | Choose an item. |  |
| Task 4 | Choose an item. |  |
| Task 5 | Choose an item. |  |
| Task 6 | Choose an item. |  |

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| **SOFT SKILLS — WEEK SIX**  Evaluate the following soft skills. | | Additional comments |
| Communication | Choose an item. |  |
| Enthusiasm and attitude | Choose an item. |  |
| Teamwork | Choose an item. |  |
| Networking and professional relationships | Choose an item. |  |
| Professionalism and  work ethic | Choose an item. |  |
| Problem solving and critical thinking | Choose an item. |  |
| Self-advocacy | Choose an item. |  |

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| Supports and accommodations utilizedlist types of accommodations, supports, and prompts used, and outcomes. | |
| Strengths and abilities identifiedinclude positive skills or character traits, knowledge, attributes, and skills in job tasks and soft skills. | |
| Concerns and barriers discussedinclude areas of growth and opportunity in job tasks and soft skills. | |
| Additional comments: | |
| Student/Parent feedback: | |
| By signing below, I certify summer work program services, as documented within; including dates and times are accurate to the best of my knowledge. | |
| PARTICIPANT SIGNATURE | DATE |
| BUSINESS REPRESENTATIVE SIGNATURE | DATE |
| CRP STAFF SIGNATURE | DATE |

Parent signature not required.

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