



Integrated Work Experience Verification Log

Print Form

Office of Instruction
 Mat-Su Borough School District
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 Palmer, AK 99645
 P: (907) 746-9212 || F: (907) 746-9292

Instructions: A separate verification log should be completed for each bi-weekly evaluation. The original form is to be filed in the student's permanent file after approval; one copy is to be filed with the counselor; one copy is for the student.

Student Name Student ID Phone #
 Mailing Address Grade Level Graduation Year
 High School
 Employment Location
 Supervisor(s) Name
 Supervisor(s) Phone # Supervisor(s) Email

Supervisor Bi-Weekly Evaluation

Please indicate in the appropriate box where you feel the student is performing under each employability skill.

| Employability Skill | 1 = Never | 2 = Rarely | 3 = Sometimes | 4 = Frequently | 5 = Always |
|---|-----------|------------|---------------|----------------|------------|
| Responsible / Self Disciplined Is a self-starter; is committed to and accountable for work assigned; does not just do the bare minimum to get the job done; is loyal to the employer. | | | | | |
| Good Team Member Shares information; works well and credits (praises) other workers; puts the team above personal interests. | | | | | |
| Honesty / Integrity Bases actions on a personally held set of values; can be trusted to follow the rules when supervisors are not present; keeps his/her word. | | | | | |
| Dependability / Follow Through Works diligently to complete the tasks; alerts supervisor to problems or delays so there are no surprises about work not being done. | | | | | |
| Good Attendance / On-Time Can be depended upon to be at work except for good reasons, such as illness or death in the family; ready to begin work on time. | | | | | |
| Accuracy of Work / No Waste Is careful and avoids mistakes; if mistakes are made, will correct the errors; takes pride in work well done; holds high standards. | | | | | |

Total Hours

Supervisor's Signature _____

Date _____

Evidence of employment attached in the form of a pay stub, W-2 Forms, or a letter from the Employer.

Note to the Registrar: Course # 9969; Grade is Pass/Fail.

A .5 credit may be earned for 120 hours of work hours. Course may be repeated for credit.