

CUYAHOGA VALLEY CAREER CENTER
INTERNSHIP / EARLY PLACEMENT / APPRENTICESHIP
JOB SITE EVALUATION

Note: This form must be fully completed and signed by the Program Instructor. This form, along with a fully completed Training Plan/Agreement, and Checkout form must be submitted to the Career & Community Resources Specialist before a student is permitted to leave.

Student Name: _____ Program: _____
 Contact Name: _____
 Company Name: _____
 Company Address: _____
 Company Phone #: _____

The following evaluation shall be used to determine that a proposed job site is appropriate for student placement:

	Circle One Response for Each Statement	
	Yes	No
On-the-job safety devices and assurances are in place, and safe working conditions are apparent	Yes	No
Job is directly related to the program competencies	Yes	No
General work environment is conducive to training	Yes	No
Company is willing to develop a training plan and complete necessary CVCC documentation	Yes	No
Company is willing to coordinate a schedule for trainee with hours equal to or greater than missed class hours.	Yes	No
Attitude of employer is positive for working with a student-trainee	Yes	No
Student will be able to use current skills and possibly gain new skills	Yes	No
Potential for continued employment (after graduation)	Yes	No
Potential for advancement (after graduation)	Yes	No
Employer will pay student in accordance with all federal, state, & local guidelines; student shall not be considered an "Independent Contractor"	Yes	No
Employer can verify the existence of a written policy prohibiting harassment in the workplace	Yes	No

Instructor's Comments: _____

Date site visit was made: _____ (visit must have been made within the past 12 months)

This site is (check one): _____ **Recommended** for student placement
 _____ **Not Recommended** for student placement

Instructor's Signature _____ Date _____