



**NJ Division of Vocational Rehabilitation Services
Pre-Employment Transition Services
Monthly Vendor Service Report**

Work based Learning Experience _____ Summer Internship _____

Work Based Learning Experience/Summer Internship Month ___ Dates ___ :

WBLE Employer Name: _____

WBLE Employer Contact Information:

Address: _____

Email: _____

Phone: _____

Organization and Skills Trainer Contact Information:

Organization Name: _____

Skills Trainer Name: _____

Email: _____

Phone: _____

Supervisor for Student Work Based Learning Experience/Summer Internship

Work Based Learning Experience/Summer Internship Job Title

Work Based Learning Experience/ Summer Internship Responsibilities:

Work based Learning Experience/ Internship Task Analysis (Please attach)

COVID-19 Work based Learning Experience Considerations/Adaptations

Student Career/Employment Interests:

Interest Inventory(s) Paper or Technology Administered:

Strengths:

Methods used to identify and secure the natural supports in the work environment:

Describe the natural supports developed and maximized in the work environment during the training period:

Auxiliary Supports and/or Accommodations Required:

Summary of Progress:

Supervisor, Co-worker Feedback:

Service delivery difficulties and solutions:

Recommendations:

Next Steps:

- 1.
- 2.
- 3.



"Your Career Starts Here"

**NJ DVRS Pre-Employment Transition Services
Work-Based Learning Experiences: Curriculum Activity Check List**

Type of Work-based Learning Experience

- Job Shadowing _____
- Career Mentorship _____
- Career Related Competitions _____
- Informational Interviews _____
- Paid Internships _____
- Non-paid Internships _____
- Practicum _____
- Service Learning _____
- Student-led Enterprises _____
- Simulated Workplace Experience _____
- Paid Work Experience _____
- Non-Paid Work Experience _____
- Volunteer _____
- Workplace Tours/Field Trips _____

Activity	Mo./Date/Yr. Completed	Document(s) Included
Understand components of work-based learning experiences, reason it is in the IEP & its connection to employment		
Develop plan for work-based learning experiences to assist with decision making for post school settings of living, learning & work		
Develop resume & learn how to include the skills acquired from work-based learning experiences		
Job search skills, resources, networking, internet, social media		
Employment application process & forms		
Email/phone contact skills		

Employment skills tests		
Job interview skills in person & virtual		
Task/job analysis		
Create LinkedIn profile understand use, Facebook & impact of social media on personal reputation/employment opportunities		
Assist student with demonstrating understanding of employer expectations & work practices		
Assist student with implementing workplace etiquette, soft skills & demonstrating positive work attitude/enthusiasm/taking responsibility/initiative/punctuality/tasks/attire-appearance/hygiene		
Understand employer expectations & employment performance review process		

Additional Comments

Direct Service Provider Signature: _____ **Date:** _____

Organization Supervisor/Manager of Signature: _____ **Date:** _____

Service Completion Date: _____

Report Submit Date: _____