





# Integrated Work Experience Verification Log

Print Form

Office of Instruction  
 Mat-Su Borough School District  
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 Palmer, AK 99645  
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**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
<b>Responsible / Self Disciplined</b> 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.					
<b>Good Team Member</b> Shares information; works well and credits (praises) other workers; puts the team above personal interests.					
<b>Honesty / Integrity</b> 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.					
<b>Dependability / Follow Through</b> Works diligently to complete the tasks; alerts supervisor to problems or delays so there are no surprises about work not being done.					
<b>Good Attendance / On-Time</b> 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.					
<b>Accuracy of Work / No Waste</b> 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.