# Pre-ETS Sample Work-Based Learning/Work Experience-Services Report: Scarlett Pine

| **Student’s Name** | **Dates of Service** | **Authorization Dates** | **Referral Source** | **Hours Billed**  | **Authorization**  |
| --- | --- | --- | --- | --- | --- |
| Scarlett Pine | 06/02/22-06/30/22 | 06/01/22-06/30/22 | Shelly Rose | 13.00  | #5029193838 |

## Summary:

| **Service Date**  | **Number of Service Hours** | **Description of Services Provided** | **Total Hours To Date** |
| --- | --- | --- | --- |
| 06/02/22 | 1 | First Meeting with Scarlett held virtually today and VRS Pre-ETS Rep. Shelly Rose. Scarlett has never had a job. She has an interest in working with children and would like to do a short-term work experience at a daycare. A Consent for ROI was signed so placement staff can contact businesses on Scarlett’s behalf.We have a site already developed with Little Tykes Daycare and thus we will support Scarlett with a 120-hour short-term work experience where our agency will pay the wages. (Entry level employees there make $11/hour so that will be Scarlett’s wage during this experience.)  | 1 |
| 06/03/22 | .25 | I talked with Mia at Little Tykes today to arrange the logistics for the work experience. She can start the 120 hour work experience next week. She will work Monday-Friday, 8:00am till 1:00pm.  | 1.25 |
| 06/09/22 | 2 | Scarlett and I met today to prepare her for her work experience at Little Tykes. We talked about how to complete her time sheet, what to wear and transportation. Her mom is able to bring her to and from work each day. We went over to Little Tykes together. Mia gave Scarlett a tour and showed her the work in the toddler room that she will be doing. I talked with Mia about the Work Experience Rating Sheet and time entry form that she will need to complete/sign at the end of each month. I brought Scarlett home after we were done. | 3.25 |
| 06/09/22 | 1.5  | 1.5 hours round trip travel from Pathways to Success offices (1 Main St. St Paul, MN 55101) to Scarlett’s home (55025), then to Little Tykes (777 Ivy St., Americana, MN 55025). | 4.75 |
| 06/10/22 | 2 | Today was Scarlett’s first day at Little Tykes. I sat with Scarlett as she watched the new employee video and helped her in completing some forms required by Little Tykes. Mia brought her into the toddler room and introduced her to Salia, who will be her on-site mentor. Mia knows to contact me with any questions/concerns.I called Scarlett at the end of the day to see how it went. She had a lot of fun. There were no concerns. | 6.75 |
| 06/10/22 | 1 | 1 hour round trip travel from Pathways to Success offices (1 Main St. St Paul, MN 55101) to Little Tykes (777 Ivy St., Americana, MN 55025). | 7.75 |
| 06/17/22 | 1 | I stopped by Little Tykes to see how things were going for Scarlett. She was busy helping with snack time and appeared to be enjoying herself. Mia said that this week has gone great and that Scarlett has caught onto the work well. She said that Scarlett showed up late today so discussed the importance of punctuality with her. | 8.75 |
| 06/17/22 | 1  | 1 hour round trip travel from Pathways to Success offices (1 Main St. St Paul, MN 55101) to Little Tykes (777 Ivy St., Americana, MN 55025). | 9.75 |
| 06/23/22 | .75 | I got a call from Mia. She said that Scarlett left work early today. Scarlett told her that she was upset with something another co-worker said to her. I called Scarlett and we talked about the situation. Scarlett said that the co-worker got angry with her because she didn’t put away the toys properly. We talked about how sometimes co-workers might not always say things nicely, and how she might cope with this in the future. Scarlett said that Salia has been a great mentor for her and that next time she will go talk with her. She knows she could always step out and call me too. Scarlett seems to be doing a lot better and will go back into work tomorrow. | 10.50 |
| 06/24/22 | .50 | I called Mia to see how things were going today. She said that Scarlett came back on time and was doing just fine today. I called Scarlett at the end of the day and she also endorsed that it was a much better day. | 11.00 |
| 06/30/22 | 1 | I stopped by Little Tykes at the end of Scarlett’s shift today. Mia and Scarlett completed the Work Experience Rating Sheet (see below) and we reviewed that today. I also got Scarlett’s time sheet (see below). Overall things are going well. Scarlett will continue her work experience in July. | 12.00 |
| 06/30/22 | 1 | 1 hour round trip travel from Pathways to Success offices (1 Main St. St Paul, MN 55101) to Little Tykes (777 Ivy St., Americana, MN 55025). | 13.00 |

## Student and Employer Feedback:

Mia and Scarlett both completed the monthly Work Experience Rating Sheet and their ratings are listed below (1=Performance improvement plan needed; 2= Needs improvement; 3= Proficient; 4= Exemplary)

| **Item** | **Mia’s Rating** | **Scarlett’s Rating** |
| --- | --- | --- |
| Attendance | 3 | 3 |
| Punctuality | 2 | 1 |
| Appearance | 4 | 3 |
| Taking Initiative | 3 | 3 |
| Quality of Work | 3 | 2 |
| Communication Skills | 2 | 2 |
| Response to Supervision | 4 | 3 |
| Teamwork | 3 | 3 |
| Problem Solving/Critical Thinking | 3 | 3 |
| Mentoring | 4 | 3 |

**Comments:** Mia said that overall, Scarlett has been a pleasure to have working at Little Tykes. She has strengths in that she interacts really well with the toddlers, has a positive attitude and is willing to take feedback. She noted that there were a few times that Scarlett came in late, so that will be something for her to continue working on. She had the one day she left early, but she came back the next day and things went much better. Scarlett scored herself lower on many items and said that she wasn’t so sure that she was doing that well. However, she said it made her feel really good to get Mia’s positive feedback. She loves working with kids and is excited to continue at Little Tykes.

## Student Time Sheet:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day** | **Hours** |  | **Day** | **Hours** |
| 6/10 | 5 |  | 6/22 | 5 |
| 6/11 | 5 |  | 6/23 | 3 |
| 6/12 | 5 |  | 6/24 | 4 |
| 6/15 | 5 |  | 6/25 | 5 |
| 6/16 | 5 |  | 6/26 | 5 |
| 6/17 | 4 |  | 6/29 | 5 |
| 6/18 | 5 |  | 6/30 | 5 |
| 6/19 | 4 |  | **TOTAL** | **70** |

| Staff Name and Title: | Walter Crimson, Placement Specialist |
| --- | --- |