

WEEKLY REPORT—Seniors Work-Based Learning

Directions: Turn in a weekly report to Mrs. Brady on the first school day of each week (usually Monday), reflecting on the previous workweek.

Be sure to:

- Detail your hours worked for the **PREVIOUS** week;
- Type your answers;
- Use complete sentences;
- Check your spelling and grammar;
- **SAVE** your work; and
- Reflect your sincere thoughts;
- Be prompt for full points.

As always, if you have **ANY** concerns—job-related or otherwise—contact Mrs. Brady. 😊

Name _____

**WEEKLY REPORT
Week 1**

Hours Worked:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
-	-	-	-	-	-	-
Total Hours Worked:						
Date Turned In:						

Questions

1. Basic Information (2 points)

Your home email address:

Your cell number:

Your place of work:

Your supervisor's name:

Employer's phone number:

Work address:

2. Write a brief job description for your position. Include your title, duties/responsibilities (be specific) and other pertinent information.

3. What specific information was covered in your employee orientation?

4. Set one goal for work this week and describe how you will achieve this goal.

Name _____

WEEKLY REPORT

Week 2

Hours Worked:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
-	-	-	-	-	-	-
Total Hours Worked:						
Date Turned In:						

Questions

1. Describe your duties/responsibilities this week, highlighting those that were new to you.

2. Detail an incident or situation at work that you felt you handled especially well.

3. Diagram the organization chart for your business. To do this, identify at the top the person in most authority. Beneath that person, identify those next in charge.

If you have a very large company, diagram just your division or department. Be sure to indicate where you are in this organization. See Mrs. Brady if you are not sure of what to do. Ask your employer for help with this. This can be completed on this side of the paper.

Name _____

WEEKLY REPORT
Week 3

Hours Worked:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
-	-	-	-	-	-	-
Total Hours Worked:						
Date Turned In:						

Questions

1. Describe your family (occupation, interests, siblings, pets, etc.).

2. Set one goal for school and one goal for work this week. Describe how you will achieve these goals.

School Goal:

Steps to Achieve:

Work Goal:

Steps to Achieve:

Name _____

WEEKLY REPORT
Week 4

Hours Worked:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
-	-	-	-	-	-	-
Total Hours Worked:						
Date Turned In:						

Questions

1. Describe new duties/responsibilities you completed this week. If none, what would you like to learn/do?

2. Regarding wages:

- ◆ What is your rate of pay?
- ◆ How often are you paid?
- ◆ What needs to be done in your place of employment in order to receive a raise?
- ◆ What employee benefits are offered to (a) part-time and (b) full-time employees?
 - a.
 - b.

3. What are your company's policies concerning:

- ◆ Break times
- ◆ Asking for days off
- ◆ School snow days
- ◆ Calling in sick
- ◆ Dress code for your position

Name _____

WEEKLY REPORT
Week 5

Hours Worked:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
-	-	-	-	-	-	-
Total Hours Worked:						
Date Turned In:						

Questions

1. What are child labor laws? Who is affected by these? What are some of the main guidelines that employers must follow when employing minors?
2. What are your company's policies concerning:
 - ◆ Eating on the job
 - ◆ Using the telephone for personal calls
 - ◆ Safety regulations
 - ◆ Socializing with friends and co-workers
3. If you are not going to be in school, who should contact in the morning? List two calls you should make.
4. At this point, what are your long-range plans after high school graduation? School? Major? Occupation? Travel?

Name _____

WEEKLY REPORT Week 7

Hours Worked:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
-	-	-	-	-	-	-
Total Hours Worked:						
Date Turned In:						

Questions

1. This week you will complete a self-evaluation of your progress to date at your place of work. (BTW—we ALL have room for improvement!) Complete the chart.

Rate yourself on each of these characteristics (4 is excellent, 3 is good, 2 is fair, 1 is poor). In the last box, indicate some specific things that you can do to improve in this area (even if you've rated yourself as excellent – there's always room for improvement).

Characteristic	Your Rating	How You Can Improve
Personal appearance and grooming	4 3 2 1	
Dependability	4 3 2 1	
Ability to follow directions	4 3 2 1	
Initiative (seeks new duties/responsibilities)	4 3 2 1	
Cooperation and teamwork	4 3 2 1	
Communication skills	4 3 2 1	
Quality of work	4 3 2 1	
Attendance	4 3 2 1	

2. Describe the steps you will take to improve (and we can all improve!) your performance on the job. Be sure to include individuals who are able to provide information/help/support so you will be successful. Note that several of these are included in your Wisconsin Employability Skills Certificate packet. (You are working on the packet, right?? See Mrs. Brady if you don't know what this is.)

Name _____

WEEKLY REPORT
Week 8

Hours Worked:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
-	-	-	-	-	-	-
Total Hours Worked:						
Date Turned In:						

Questions

1. What type of evaluation does your employer use for employees? How often are regular employees evaluated? Obtain a copy of the evaluation form, if possible. Attach to this sheet.

2. Ask your supervisor or the human resources manager what skills/abilities/qualities they look for in hiring new employees. Which are the most important?

3. Describe someone at your place of work that exhibits good leadership qualities. What makes you choose this person as a good leader? What type of leader is he/she?

Name _____

WEEKLY REPORT
Week 9

Hours Worked:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
-	-	-	-	-	-	-
Total Hours Worked:						
Date Turned In:						

Questions

1. What are specific procedures for answering the telephone at work and taking messages?

2. Practicing good telephone manners is important. List at least five telephone “rules” that are or could be used at your workplace (e.g. answering the phone promptly, etc.). You may choose to write the required business message for your company instead.

3. Set two goals related to school for 2nd Quarter. Indicate what you will do to achieve these goals.

Goal #1:

Steps to Achieve:

Goal #2

Steps to Achieve:

Name _____

**WEEKLY REPORT
Week 10**

Hours Worked:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
-	-	-	-	-	-	-
Total Hours Worked:						
Date Turned In:						

Questions

1. About first quarter:

How did your classes go? What did you like best? Least?

What was your quarter grade point average? _____ Cumulative? _____

What help could you use to improve in your classes?

2. Describe how your position at work has changed since you first started.

3. Make a wish list – what would you like to learn or do at work that you aren't doing now?

Name _____

**WEEKLY REPORT
Week 15**

Hours Worked:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
-	-	-	-	-	-	-
Total Hours Worked:						
Date Turned In:						

Questions

1. What difficulties or mistakes have occurred on the job recently? How did you handle this?

2. List and describe an example at work where the following occurs (check with your supervisor for details).

Business meeting: (What was the topic of the meeting?)
Describe:

Presentation (multimedia? PowerPoint?):
Describe:

Business meals:
Describe:

Name _____

WEEKLY REPORT
Week 16

Hours Worked:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
-	-	-	-	-	-	-
Total Hours Worked:						
Date Turned In:						

Questions

1. Describe your duties/responsibilities this week. Highlight those that were new to you or indicate what you would like to learn/do.

2. What is the employee cell phone use policy? Are you allowed to carry your phone? Use your phone? Do you think the policy is adequate? What would you change?

3. What do employees need to do in order to receive raises or promotions at your place of work?

Name _____

WEEKLY REPORT
Week 17

Hours Worked:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
-	-	-	-	-	-	-
Total Hours Worked:						
Date Turned In:						

Questions

1. Describe duties/responsibilities during holiday break weeks. What was new or unusual?

2. What did your company do to observe the holidays? Any special decorating, promotions, parties, work gatherings, etc?

3. What have you done to prepare for the end of the semester? Include preparations for both exams and your work position.

4. Are there any specific concerns you have about work that you would like my help with?

Name _____

WEEKLY REPORT
Week 18

Hours Worked:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
-	-	-	-	-	-	-
Total Hours Worked:						
Date Turned In:						

Questions

1. We are all aware of “difficult” people we encounter in life. Describe such an individual from your work (or school if you have no one from work) experience. How have you dealt with this person? What works? What doesn’t work?
3. If you were your supervisor, what changes would you make?
4. Your portfolio is due **April 5!** How is yours looking? (Let me know if you need help, and do not procrastinate!)