

## Reflections on Work Experiences

This form provides PHAs and partners with feedback from participants who have completed a job training program or on-the-job-training– their experience with the program and if/how they think the program has helped them. PHAs and partners will want to consider these participant opinions and comments when evaluating their programs. Participants should complete the evaluation based on their perceptions about what they learned through their work experience, the importance of what they learned, and their feelings about their work environment. Because the work environment affects the quality of a job training program, this evaluation includes an assessment of the work environment itself as well.

Participant Name \_\_\_\_\_

Occupational Area/Job Title \_\_\_\_\_ Today's Date \_\_\_\_\_

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### I. Skill Development. How much has your [training, job] helped you to develop the following abilities?

	<i>Not at all</i>	<i>A little</i>	<i>Some</i>	<i>Quite a lot</i>	<i>A great deal</i>
How to take responsibility for your work.	1	2	3	4	5
How to be on time; to be punctual.	1	2	3	4	5
How to remember and follow directions.	1	2	3	4	5
How to work with and get along with managers and co-workers.	1	2	3	4	5
How to manage your money.	1	2	3	4	5
How to act appropriately and professionally in a work environment.	1	2	3	4	5
How to use time efficiently.	1	2	3	4	5
How and when to ask questions; to ask for help.	1	2	3	4	5
How to find new work when you finish a task.	1	2	3	4	5
How to have confidence in your ability to get work done.	1	2	3	4	5
How to plan your time; to focus your energy.	1	2	3	4	5
How to meet high quality standards.	1	2	3	4	5
How to use a computer to get work done.	1	2	3	4	5
How to follow the rules of the workplace.	1	2	3	4	5

**What other things do you feel you learned by working?** *Write your response below.*

**II. Skill Applicability. How well will the skills you're learning now assist you with future work?**

	<i>Not at all Useful</i>	<i>Somewhat Useful</i>	<i>Useful</i>	<i>Very Useful</i>	<i>Extremely Useful</i>
For helping you <b>get and keep</b> a job.	1	2	3	4	5
For helping you know how to act appropriately and professionally at work.	1	2	3	4	5
For helping you solve problems.	1	2	3	4	5
For helping you in your personal life.	1	2	3	4	5

**III. Work environment. What are your opinions about the workplace in which you were trained?**

<b>AT YOUR JOB, HOW OFTEN...</b>	<i>Never</i>	<i>Only a few times</i>	<i>1-2 Times a month</i>	<i>1-2 Times a week</i>	<i>Almost always</i>
...did you have too much work to do everything well?	1	2	3	4	5
...did you feel drained of energy when you got off of work?	1	2	3	4	5
...was someone around to help you when you had a question?	1	2	3	4	5
...did you feel that the work was boring and routine, that you did the same things over and over again?	1	2	3	4	5
...did you feel like there was someone to talk to at work?	1	2	3	4	5
...did you feel that it was too hot or too cold, or the noise level was too high?	1	2	3	4	5
...did you feel like there were many opportunities to learn new things?	1	2	3	4	5
...was there time pressure to get things done quickly?	1	2	3	4	5
...did you feel that your work was meaningful and important?	1	2	3	4	5

Any other comments?