



FINAL COMPETENCIES OF STUDENT

Work-based Learning Summative Employer Evaluation - Hard Skills

Student Name:	Grade Level:
School:	Program:
Employer:	Work-site Mentor/Supervisor:
WBL Start Date:	WBL End Date:

Rank the student from 1-5, with (1) being poor and (5) being excellent.

1*: _____ 1 2 3 4 5
Comments:

2*: _____ 1 2 3 4 5
Comments:

3*: _____ 1 2 3 4 5
Comments:

Average the scores by adding up and dividing by 5: _____

Supervisor's Signature: _____ Date: _____

*See next page

In addition to the “soft skills” listed on the other WBL evaluation forms, the student will have gained knowledge that is specific to employment at your business. What has the student learned? *What can the student put on a resume after this WBL experience?* See some suggestions:

Agricultural.....	p. 1
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Information Technology.....	p. 3
Technology & Engineering/Trade, Industry & Technical Education.....	p. 3

Agriculture

- **Crop Production Knowledge** – Understanding of soil health, planting, irrigation, pest management, and harvesting.
- **Animal Husbandry** – Skills related to breeding, feeding, health care, and management of livestock.
- **Farm Machinery Operation & Maintenance** – Ability to operate tractors, planters, harvesters, and perform basic repairs.
- **Agricultural Technology Use** – Familiarity with GPS, drones, sensors, automated systems, and precision farming tools.
- **Agri-business & Marketing** – Knowledge of supply chains, pricing, agribusiness management, and sales strategies.
- **Sustainable Farming Practices** – Understanding of environmental stewardship, organic farming, crop rotation, and conservation methods.
- **Irrigation Systems Management** – Designing, installing, and maintaining efficient irrigation systems.
- **Data Collection & Analysis** – Monitoring yields, soil conditions, climate data, and using software for farm management.
- **Problem-Solving** – Identifying and resolving agricultural issues such as disease outbreaks or equipment failure.
- **Resource Management** – Efficient use of water, labor, land, and materials.
- **Knowledge of Agricultural Laws and Policies**
- **Recordkeeping and Documentation**
- **Understanding of Grants, Subsidies, and Compliance Requirements**
- **Certifications** – Such as CAT, Agriculture Science Certification, OSHA, CPR, BQA, etc.

Business/Marketing/Information Technology

- **Financial Literacy** – Understanding balance sheets, profit & loss statements, budgeting, and forecasting.
- **Marketing & Sales** – Knowledge of market research, branding, digital marketing, customer behavior, and sales strategies.
- **Customer Interaction** – using phone/emails and in-person communication to answer questions and share relevant information
- **Operations Management** – Streamlining processes, supply chain management, logistics, and quality control.

- **Human Resources Management** – Recruitment, employee relations, payroll, performance management.
- **Strategic Planning** – Long-term business planning, goal setting, and performance tracking.
- **Legal & Regulatory Compliance** – Understanding business laws, contracts, tax regulations, and ethical standards.
- **Data Analysis & Interpretation** – Ability to work with spreadsheets, dashboards, and business intelligence tools.
- **Risk Management** – Identifying and mitigating financial, operational, and strategic risks.
- **Project Management** – Planning, executing, and monitoring projects.
- **Negotiation & Persuasion** – Reaching mutually beneficial agreements with partners, clients, or vendors.
- **Microsoft Office Suite** – Especially Excel, PowerPoint, and Word.
- **Enterprise Software** – Familiarity with ERP (e.g., SAP), CRM (e.g., Salesforce), or accounting software (e.g., QuickBooks).
- **Digital Communication Tools** – Email etiquette, video conferencing, team collaboration platforms
- **Brand Management** – Skills in building, positioning, and maintaining a brand image.
- **SEO/SEM (Search Engine Optimization)** – Improving website visibility on search engines.
- **Social Media Marketing** – Creating content, engaging audiences, and analyzing performance across platforms.
- **Email Marketing** – Designing and analyzing email campaigns for outreach and retention.
- **Content Marketing** – Writing, editing, and promoting content.
- **Certifications** – such as MOS, Google Workspace Certification, ESB, etc.

Family & Consumer Sciences/Health Sciences

- **Age/Development** – Understanding milestones or age related health conditions
- **Promoting Social Emotional Skills** – Managing challenging behaviors and supporting growth
- **Health and Safety** – Awareness of practices and adhering to workplace policies, legal standards, and emergency procedures
- **Differentiation** – Ability to work with various cultural backgrounds and to communicate effectively with individuals with cognitive, hearing, or vision impairments
- **Activities** – Designing engaging and stimulating educational activities and having knowledge of age-appropriate strategies
- **Pacing** – Multitasking and managing multiple responsibilities and unexpected situations
- **Ethics** – Maintaining confidentiality policies and standards
- **Medications** – Familiarity with common medications and their side effects
- **Monitoring** – vital signs and recognizing signs of medical distress
- **Hygiene Assistance** – Providing support with bathing, dressing, grooming, and toileting
- **Mobility** – Assisting with physical lifts or personal transportation
- **Meals** – Ability to prepare meals, considering dietary restrictions and nutritional needs
- **Documenting** – Familiarity with technology and practices for documentation
- **Patient Operations** – walking patients through a process, whether physically from one space to another (ex. crowd control) or communicating information that helps them understand what is happening
- **Certifications** – such as CPR, OSHA, HIPAA, CNA, etc.

Information Technology

- **Computer Hardware & Software Knowledge** – Understanding components, operating systems (Windows, macOS, Linux), and common software applications.
- **Networking & Infrastructure** – Knowledge of LAN/WAN, IP addressing, DNS, DHCP, routers, firewalls, and network security.
- **Programming Languages** – Proficiency in languages like Python, Java, JavaScript, C++, or SQL.
- **Database Management** – Skills in managing relational (MySQL, PostgreSQL) and non-relational databases (MongoDB).
- **Operating Systems Administration** – Managing Windows Server, Linux/Unix systems, shell scripting, and command-line tools.
- **Cybersecurity Fundamentals** – Knowledge of threats, firewalls, encryption, multi-factor authentication, and compliance standards.
- **Cloud Computing** – Understanding and experience with AWS, Microsoft Azure, or Google Cloud Platform.
- **Software Development Lifecycle (SDLC)** – Knowledge of Agile, Scrum, DevOps, version control (e.g., Git), and CI/CD pipelines.
- **Troubleshooting & Debugging** – Identifying, diagnosing, and resolving technical issues efficiently.
- **Data Analysis & Interpretation** – Using tools like Excel, Power BI, SQL, or Python to analyze and visualize data.
- **IT Security Best Practices** – Applying secure coding, safe browsing, and access control policies.
- **Knowledge of Regulations** – Familiarity with GDPR, HIPAA, or other industry-specific IT compliance frameworks.
- **Certifications** – such as CompTIA A+, Google IT Support, CCST, etc.

Technology & Engineering/Trade, Industry & Technical Education

Generic Trades

- Understanding of measurements, angles, and dimensions, geometry, algebra, etc.
- Ability to read and interpret technical drawings, blueprints, symbols, floorplans, etc.
- Ability to set up and adjust equipment for different tasks
- Routine maintenance and troubleshooting of machines and tools
- Selecting appropriate materials based on the specific needs of the project
- Properly cutting and shaping materials
- Knowledge of safety protocols and OSHA regulations, including proper personal protective equipment (PPE) and ability to identify potential hazards
- Ability to inspect work for quality, identify defects, and ensure that products meet industry standards and codes as well as client specifications
- Comfort working in varying conditions, such as confined spaces or outdoors, standing, bending, and lifting heavy materials
- Basic knowledge of technology or software for design, measurement, planning, and/or digital 3D designs
- Ability to minimize waste and use environmentally responsible disposal methods
- Performing routine maintenance tasks such as oiling, cleaning, and calibrating machines to ensure their proper function

Carpenter/Construction/Landscaping

- Experience in using hand tools (saws, chisels, hammers) power tools (routers, drills, sanders) and measuring tools (tape measures, squares, callipers)
- Knowledge of cuttings, sanding, and finishing different types of wood
- Knowledge of framing techniques for walls, floors, roofs, and ceilings
- Installing and finishing doors, windows, baseboards, crown moldings, and cabinetry
- Knowledge of preparing materials (e.g., sanding, staining, sealing)
- Knowledge of CNC machines for custom wood cutting and shaping
- Knowledge of installing roofing materials such as shingles, tiles, or metal roofing
- Proficiency in siding installation, including wood, vinyl, and composite materials
- Knowledge of eco-friendly materials and sustainable practices in carpentry
- Understanding of various building materials such as wood, concrete, steel, drywall, and insulation.
- Ability to operate heavy construction equipment, such as bulldozers, excavators, forklifts, cranes, backhoes, trenchers, or skid-steer loaders.
- Expertise in mixing, pouring and finishing concrete, cutting and installing rebar, laying bricks, and performing other masonry tasks.
- Proficiency in using hand and power tools like hammers, saws, drills, nails guns, trowels, and levels.
- Skill in demolishing existing structures, clearing land, excavation and site grading.
- Basic knowledge of plumbing and electrical systems for the ability to work alongside electricians and plumbers during construction.
- Proficiency in designing, installing, and repairing irrigation systems to ensure efficient watering of plants and lawns.
- Skills in mowing, trimming, fertilizing, and aerating lawns to maintain a healthy and attractive landscape including the use of appropriate tools such as lawn mowers, weed trimmers, and chainsaws.
- Understanding of soil testing, amending soil quality, and applying fertilizers or pest control methods
- Expertise in designing and constructing outdoor spaces including gardens, lawns and hardscape elements like patios, walkways, retaining walls, and decks.
- Skills in maintaining landscaped areas, including weeding, mulching, and seasonal planting.
- Expertise in designing and installing drainage systems
- Knowledge of sustainable landscaping practices, such as xeriscaping and using native plants

Diesel Tech/Automotive

- Understanding of engine components (cylinders, pistons, injectors, turbochargers, and exhaust systems).
- Knowledge of engine operation, performance, and maintenance requirements.
- Ability to diagnose issues using tools (e.g., diagnostic scanners, pressure gauges, exhaust analyzers, fuel flow meters, and vibration analyzers)
- Skilled in identifying mechanical, electrical, and performance-related issues in engines.
- Expertise in repairing or replacing damaged components
- Proficient in overhauling engines, including disassembling, inspecting, and reassembling components.
- Understanding of engine electrical systems, including starting systems, batteries, alternators, and wiring.
- Knowledge of fuel systems (common rail, mechanical, and electronic fuel injection) and their maintenance.

- Expertise in maintaining and repairing the engine's lubrication system, including oil changes and filter replacements.
- Understanding the cooling system, including radiators, thermostats, and coolant levels, and their impact on engine performance.
- Knowledge of emission control systems and adherence to environmental standards and regulations.
- Proficiency in working with mechanical components (gears, shafts, and clutches) and hydraulic systems (hydraulic pumps and actuators).
- Knowledge of techniques to optimize engine performance and extend the life of the engine
- Ability to perform minor welding, fabrication, and machining tasks required for engine repairs or modifications.

Electrician

- Understanding of electrical systems, circuits, and components (wiring, outlets, switches, breakers)
- Familiarity with electrical systems used in residential, commercial, and industrial settings
- Ability to design, install, and maintain electrical circuits for various applications
- Proficiency in installing electrical wiring, conduit, and devices such as outlets, switches, and light fixtures
- Comprehensive understanding of electrical safety practices and procedures (e.g., lockout/tagout, arc flash protection)
- Use of testing equipment to measure voltage, current, resistance, and continuity using equipment
- Understanding of power distribution and managing the balance between supply and demand for electricity
- Expertise in installing and maintaining motors, control systems, and electrical drives (AC, DC)
- Knowledge of various motor starters, relays, contactors, and variable frequency drives (VFDs)
- Knowledge of PLCs and their programming for controlling industrial equipment and systems
- Ability to troubleshoot and repair automation systems, including robotics and process control systems and/or electrical control panels
- Expertise in designing, installing, and maintaining both interior and exterior lighting systems
- Ability to perform energy audits and recommend energy-efficient electrical systems/upgrades
- Ability to calculate voltage drop and ensure proper wire gauge selection for safe and efficient power transmission
- Familiarity with different types of cables (e.g., THHN, Romex, armored cable) and selecting and sizing electrical cables and wires based on the load, distance, and safety requirements
- Knowledge of common electrical issues (e.g., circuit overloads, faulty wiring, short circuits) and methods of resolution

HVAC

- Understanding HVAC systems and components (compressors, condensers, evaporators, ductwork, thermostats).
- Knowledge of refrigeration cycles, air distribution, and fluid dynamics.
- Familiarity with various HVAC control systems (manual, programmable, smart thermostats).
- Skill in using diagnostic tools and equipment (multimeter, pressure gauges, refrigerant charging, etc.).
- Basic understanding of electrical wiring, circuit breakers, and relays related to HVAC systems.
- Experience with the installation of heating systems (furnaces, boilers) and cooling systems (air conditioners, heat pumps) as well as proper placement of components, piping, ductwork, and wiring.

- Regular maintenance tasks like cleaning coils, replacing filters, lubricating moving parts, and testing system performance.
- Ability to repair malfunctioning systems, including replacing or repairing faulty components.
- Knowledge of refrigerant types, handling procedures, and regulations
- Understanding of refrigeration recovery and recycling practices.
- Knowledge of modern HVAC controls and smart home integration.
- Experience with diagnostic software or HVAC management systems.

Machinist

- Proficiency in operating and setting up various machines such as CNC machines, lathes, mills, grinders, and drill presses
- Ability to adjust machine settings (speed, feed rate, depth of cut) to ensure proper operation
- Understanding of tolerances, symbols, and dimensions to accurately translate design specifications into physical parts
- Knowledge of CAD and CAM systems for interpreting and creating digital files
- Expertise in using measuring instruments such as calipers, micrometers, height gauges, and dial indicators
- Familiarity with inspection processes, including visual inspections and advanced techniques
- Understanding of different materials (metal, plastic, composites) and their properties, including hardness, machinability, and tensile strength
- Knowledge of tool wear and when tools need to be replaced or sharpened
- Skill in setting up and changing tools, ensuring they are properly aligned and maintained
- Proficiency in programming CNC machines, including understanding G-code and M-code for part fabrication
- Ability to produce parts with complex shapes, such as cylindrical, conical, and threaded features
- Proficiency in finishing operations such as grinding, polishing, honing, and deburring to achieve smooth surfaces and meet quality standards

Painter

- Ability to properly repair, clean (remove old paint or finish), sand, scrape, and prime surfaces before painting to ensure good adhesion and finish.
- Understanding different types of paints, primers, and coatings, (oil-based, water-based, latex, anti-mold, anti-corrosion) and their suitability for various surfaces and environments (interior, exterior, metal, wood, concrete).
- Skill in mixing paint to achieve the correct color and texture
- Ability to apply coatings smoothly and evenly, avoiding streaks, drips, or other imperfections.
- Proficiency in using and cleaning tools like brushes, rollers, paint sprayers, and airless spray systems and various painting techniques, including rolling, brushing, spraying, and stippling.
- Awareness of environmental guidelines and regulations concerning paint disposal, VOC (volatile organic compounds) emissions, and eco-friendly practices.
- Proficiency in repairing drywall, stucco, plaster, and wood before applying paint.
- Ability to apply stencils or stickers and create decorative designs on surfaces.

Plumber

- Understanding of residential, commercial, and industrial plumbing systems (water supply, drainage, gas, and venting).
- Ability to install and connect plumbing systems, including water lines, drains, faucets, showers, toilets, and gas systems.
- Proficiency in installing appliances like water heaters, dishwashers, and washing machines.

- Expertise in cutting, bending, threading, and joining pipes, with the ability to ensure proper alignment and secure fittings to avoid leaks.
- Skill in diagnosing plumbing issues, such as leaks, blockages, or low water pressure including the use of electronic leak detection tools.
- Routine maintenance tasks, such as clearing clogged drains, fixing leaks, and replacing worn-out fixtures.
- Understanding of regulations regarding water conservation, sanitation, safety and eco-friendly plumbing solutions.
- Proficiency in soldering copper pipes and using brazing or welding equipment
- Understanding of water pressure regulation, flow control, and backflow prevention
- Proficiency with various plumbing tools and equipment, including wrenches, pipe cutters, augers, plungers, pressure gauges, and drain cleaning machines.
- Knowledge of different types of water heaters (tankless, traditional, solar-powered) and their installation/repair processes

Welder

- Proficiency in various welding techniques, such as MIG, TIG, Stick, and Flux-Cored Arc Welding
- Knowledge of welding processes for different materials (steel, aluminum, stainless steel, etc.)
- Ability to weld in different positions (flat, horizontal, vertical, overhead)
- Familiarity with welding machines, torches, electrodes, and consumables
- Preparing metals for welding by cleaning, grinding, and removing contaminants (rust, oil, etc.)
- Mastery of heat control to prevent distortion, warping, and weakening of materials and thicknesses
- Understanding of preheating and post-heating techniques for certain metals
- Familiarity with industry standards and welding codes (e.g., AWS, ASME, API)