



Work-Based Learning Readiness Checklist

Use this checklist to assess a student's readiness for a supported Work-Based Learning Experience (WBLE). Check the appropriate boxes and use the Notes section to document observations, examples, or support needs.

Interest and Motivation

Item	Yes	Somewhat	Not Yet	Notes
Is the student interested in trying a work-based learning experience?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Can they identify types of jobs or tasks they are curious about?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Can they describe a time they saw a job they'd like to try?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Can they state what they hope to learn or gain from work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Can they name at least one skill they want to improve?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Awareness of Self and Supports

Item	Yes	Somewhat	Not Yet	Notes
Can they identify strategies or supports that help them focus?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Can they describe what a job coach should know to support them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do they know what to do if they don't understand instructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are they aware of tools or accommodations that support success?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Can they share a time they felt successful or proud?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are they comfortable asking for help when needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Workplace Behavior and Social Readiness

Item	Yes	Somewhat	Not Yet	Notes
Are they comfortable with new people or environments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Can they respond appropriately when they don't understand directions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Can they handle being given direction or correction respectfully?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Can they communicate when they need a break or feel overwhelmed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have they worked cooperatively with others in the past?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Routine and Responsibility

Item	Yes	Somewhat	Not Yet	Notes
Do they use strategies or tools to remember their schedule/tasks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do they use supports to stay organized or on time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Can they identify what time of day they feel most focused?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do they have a transportation plan or method to get to work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are they currently responsible for any routines or tasks at home or school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Workplace Readiness Indicators

Item	Yes	Somewhat	Not Yet	Notes
Have they had any previous work, chores, or volunteer experience?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Can they express how they feel about starting work (e.g., excited, nervous)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do they understand the role of a job coach or worksite trainer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Can they identify what would help them feel more ready?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Optional Planning and Follow-Up

Item	Yes	No	Notes
Would visiting the job site before starting help them feel more prepared?	<input type="checkbox"/>	<input type="checkbox"/>	
Would they benefit from setting goals with a teacher, family member, or job coach?	<input type="checkbox"/>	<input type="checkbox"/>	
Would they benefit from practicing job tasks ahead of time?	<input type="checkbox"/>	<input type="checkbox"/>	
Do they need additional planning to address any worries or challenges?	<input type="checkbox"/>	<input type="checkbox"/>	