

Business & Industry Review – Education & Human Services

School: _____ Date: _____ Program: _____

| Safety | Yes | Partially | No | Commendations and Recommendations |
|---|-----|-----------|----|-----------------------------------|
| There is an evacuation plan in place and displayed near the exits | | | | |
| First Aid kit in classroom or ready availability of medical personnel | | | | |
| Exits identified with proper signage and unobstructed | | | | |
| There is sufficient lighting in work spaces | | | | |
| Students are aware of fire extinguishers location | | | | |
| Students are creating and ensuring a safe work environment exists | | | | |
| Tools, Equipment, Supplies, and Resources | Yes | Partially | No | Commendations and Recommendations |
| The classroom layout meets occupational needs | | | | |
| Supplies are properly stored in accordance with 5S standards | | | | |
| Equipment and tools are up-to-date to meet occupational standards | | | | |
| Equipment is properly maintained and clean | | | | |
| Adequate supplies/equipment are available for students | | | | |
| An inventory system is in place for tools, supplies and equipment | | | | |
| Workplace Environment and Culture | Yes | Partially | No | Commendations and Recommendations |
| Company employee appear to have good working relationships | | | | |
| Positive environment | | | | |
| Visitors are welcomed and treated with respect | | | | |
| Students are easy to speak to, self-motivated and respectful | | | | |
| Student Interview | Yes | Partially | No | Commendations and Recommendations |
| Students can discuss how acquired program skills will assist in furthering their education and career | | | | |
| Students can discuss community services activities and/or initiatives | | | | |
| Students can identify technology/software used within the program | | | | |
| Students can discuss student organization involvement | | | | |
| Students can discuss credentials earned through the training program | | | | |
| Student portfolio is available for review | | | | |
| Instructor Interview | Yes | Partially | No | Commendations and Recommendations |
| The instructor can discuss how he/she is active in keeping abreast of current occupational standards | | | | |
| Instructor can describe the student credentials offered | | | | |
| * The credentials offered meet industry requirements | | | | |
| Simulated Workplace Overview | Yes | Partially | No | Commendations and Recommendations |
| Company organizational chart is posted | | | | |
| Company handbook is available | | | | |
| Company name is displayed and visible | | | | |

| Simulated Workplace Overview | | | | Yes | Partially | No | Commendations and Recommendations |
|---|--|--|--|---------------------------------------|------------------|-----------|---|
| Students wearing company identification (Uniform, Badge, Lanyard) | | | | | | | |
| The classroom/lab area represents an applicable workplace environment | | | | | | | |
| The classroom/lab is organized in accordance with 5S standards | | | | | | | |
| Employment | | | | Yes | Partially | No | Commendations and Recommendations |
| Would you hire graduates or completers of this program? | | | | | | | |
| Have you ever hired graduates or completers of this program? | | | | | | | |
| Final Questions | | | | 3 | 2 | 1 | Ratings Guide |
| How would you rate the program overall? | | | | | | | Please Use this system for this final questions: 3-Meetsall industry standards 2-Meets most industry standards 1- Does not meet industry standards |
| How would you rate the safety of the program | | | | | | | |
| How would you rate the equipment, tools, supplies, and resources | | | | | | | |
| How would you rate the workplace environment and culture | | | | | | | |
| How would you rate the knowledge of the students | | | | | | | |
| How you rate the attitudes of instructors | | | | | | | |
| What was the program strengths? | | | | How could the program improve? | | | |
| | | | | | | | |