

On-the-Job Evaluation

An On-the-Job Evaluation (OJE) offers an invaluable way to evaluate and clarify vocational goals and to assess client/student capabilities. Offered through Professional Skills Training (PST), an OJE will usually last two to four weeks but is not limited to this duration. The purpose of an OJE is to provide time for the referring counselor and the PST Coordinator to assess the client/student's attendance, work habits, attitude, abilities, capacities, limitations, and potential to be successful in the proposed career goal. The client/student is covered with workers compensation insurance during the entire evaluation period.

Once the PST office is contacted about an OJE, PST staff will contact the OJE training site to set up a visit. The PST Coordinator will make two site visits during the OJE. During the initial visit a number of forms will be prepared including: 1) Cooperative Education Agreement form, 2) Lane's Admission Information form, 3) Consent to Share Information form, and 4) Third Party Sponsoring Authorization form. A second site visit will be made toward the end of the OJE to assess the client/student's progress and/or areas for improvement and evaluate the potential to be successful in the proposed career goal. In addition the work-site supervisor will prepare a written evaluation of the student upon completion of the OJE which will be provided to the referring counselor.

The OJE can be a very useful tool for transitioning into an Approved Training Plan or for discussion of other suitable career choices for the client. For additional information about an OJE call 463-5078. The staff is here to assist you and your clients.