

# EMPLOYER GUIDELINES FOR OBJECTIVES

Developing good learning objectives is a very important part of the student's Work Experience class. Developing and accomplishing the Learning Objectives account for 40% of the student's grade. Employer input is essential. The following are some guidelines to help you assist your employee.

1. Each objective must be achievable within the semester and measurable.
2. The objective must be specific enough for you to evaluate:

**Too General:** *To do a good job at work so that I can get a full-time job in custodial work.*

**Better:** *To write a short report explaining how to handle, apply, and store cleaning chemicals by (     Date     ).*

3. Some objectives may be more difficult or more valuable than others. It will help if you weigh which objectives have priority and preference.
4. Objectives are to involve new learning, new growth, or improvement on the job for your employee. These objectives are not meant to repeat what the student has already accomplished or what they do routinely every day.
5. **Make the objectives work for you.** If there is an area in which your employee needs to improve (e.g., reliability, promptness, courtesy, communication, etc.), design an objective around that need.

We know that the time you invest in this student will be well worth the effort. The result should be a more efficient and motivated employee.

If you have any questions regarding the expectations or requirements of the Work Experience Program, please call our office at 546-3100, ext. 2522.