

Employer Opportunity Assessment Worksheet

This worksheet helps WBL coordinators and employers plan meaningful Work-Based Learning experiences by considering capacity, structure, opportunities, and alignment with student goals. Use it as a flexible guide, not a checklist.

EMPLOYER / ORGANIZATION INFORMATION

- Company Name: _____
- Industry / Sector: _____
- Location / Department: _____
- WBL Contact Name & Role: _____

1. Capacity for Work-Based Learning

- Do you have staff available to mentor or supervise a student? Yes No
- Estimated hours per week a mentor/supervisor can dedicate: _____
- Any safety or compliance considerations for students? Yes No
 - If yes, please describe: _____

2. Workforce Needs & Opportunities

- Current projects, tasks, or areas where extra support is helpful
- Skills or competencies you would like a student to develop:

3. Structure & Schedule

- Preferred duration of experience: Short (1-4 weeks) Medium (3-6 months) Long (6+ months)
- Typical work hours for a student: _____
- Opportunities for remote, hybrid, or in-person work: _____

4. Learning & Development

- Potential exposure to multiple roles or departments: Yes No
- Ability to provide feedback and mentorship: Yes No
- Other professional development opportunities: _____

5. Alignment & Fit

- How well do the employer's opportunities match student goals? High Medium Low
- Recommended WBL format (short-term project, micro-internship, apprenticeship, etc.): _____

6. Notes / Special Considerations

