**For School Staff Use Only**

Date Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Credit Hours Granted: \_\_\_\_\_\_\_\_ hrs. Employer Contacted (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_

**WORK/VOLUNTEER EXPERIENCE FORM**

**SUPERVISOR EVALUATION/ STUDENT REFLECTION**

School District No. 38 (Richmond)



***\*\*\*\*Students may work and/or volunteer at more than one location to accumulate credit hours. Each location must be accompanied by one of these forms. PROVIDE EVIDENCE OF YOUR WORK through one or more of the following: pay slip, time log, employer log, letter etc.\*\*\*\****

**Please complete the following checklist before handing in:**

* Form completed
* Supervisor’s Evaluation is completed
* Supervisor Business Card/Letterhead Attached (or proof company)
* Self Evaluation & Reflections pages complete

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student No. \_\_\_\_\_\_\_ Home School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Parent/Guardian Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provide the following company information *(your employer may be asked for confirmation)*:

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***The information provided in this document is complete and accurate to the best of our knowledge:***

(Student Signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Parent/Guardian’s Signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Sponsor Teacher’s Signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**SUPERVISOR’S EVALUATION OF STUDENT**

School District No. 38 (Richmond)

**To be completed by the SUPERVISOR ONLY in INK. \*\*Please provide student with a BUSINESS CARD**

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates of Placement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluator Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evaluator email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours completed (as accurate as possible please): \_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

1. This student is requesting that experiences gained at your company be accepted for school credit towards Work Experience. Your constructive assessment enables us to determine whether credit is earned. Please evaluate the student by circling the number that BEST represents his/her performance.

(5) Excellent (4) Good (3) Satisfactory (2) Fair (1) Poor (NA) Not Applicable

 *Please circle below (comments optional)*

 **Excellent** **Poor Comment**

***Fundamental Skills:***

 Is able to solve problems ........................................... 5 4 3 2 1 NA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Follows directions - listens to understand (and learn)…… 5 4 3 2 1 NA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Communicates well with colleagues & public .................. 5 4 3 2 1 NA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Uses technology effectively .................................. 5 4 3 2 1 NA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Recognizes problems and effectively deals with them …. 5 4 3 2 1 NA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Personal Management Skills:***

 Attendance and Punctuality ........................................... 5 4 3 2 1 NA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Dresses appropriately........................................................ 5 4 3 2 1 NA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Honest and Ethical (incl. confidentiality)......................... 5 4 3 2 1 NA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Shows enthusiasm ........................................................... 5 4 3 2 1 NA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Adjusts to new situations ........................................... 5 4 3 2 1 NA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manages time effectively ........................................... 5 4 3 2 1 NA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Works independently ........................................... 5 4 3 2 1 NA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Works productively ........................................... 5 4 3 2 1 NA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Concentrates on tasks ........................................... 5 4 3 2 1 NA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Demonstrates safe work practices ……………...... 5 4 3 2 1 NA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Teamwork Skills:***

 Works well with other employees respecting diversity....... 5 4 3 2 1 NA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Shows initiative where appropriate .......................... 5 4 3 2 1 NA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Accepts constructive feedback ……………….. 5 4 3 2 1 NA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Participates effectively in projects and tasks …….. 5 4 3 2 1 NA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Has a positive attitude towards duties ………………. 5 4 3 2 1 NA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Does this student have aptitudes and attitudes necessary to become a good employee? (circle)

Yes Possibly No NA

1. Do you think your business field would be appropriate for this student? (circle)

Yes Possibly No NA

1. Supervisor’s Comments or Recommendations:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To be completed by the STUDENT ONLY in INK**

**STUDENT SELF-EVALUATION & REFLECTION**

School District No. 38 (Richmond)

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student No. \_\_\_\_\_\_\_ Home School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Describe the nature of the work experience you did:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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2. Describe (in detail) how you acquired this work experience:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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3. In point form, list the job duties you had to perform:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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4. What did you enjoy the most about this work experience and why?

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5. What was your greatest challenge and why?

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6. The following is a list of skills, attitudes and behaviours necessary for successful employment. Please evaluate how you see yourself at this time.

(5) Excellent (4) Good (3) Satisfactory (2) Fair (1) Poor (NA) Not Applicable

 *Please circle below*

 **Excellent** **Poor**

***Fundamental Skills:***

 Able to solve problems ........................................... 5 4 3 2 1 NA

 Follow directions - listen to understand (and learn)…… 5 4 3 2 1 NA

 Communicate well with colleagues & public .................. 5 4 3 2 1 NA

 Use technology effectively .................................. 5 4 3 2 1 NA

 Recognize problems and effectively deal with them …. 5 4 3 2 1 NA

***Personal Management Skills:***

 Attendance and Punctuality ........................................... 5 4 3 2 1 NA

 Dresses appropriately........................................................ 5 4 3 2 1 NA

 Honest and Ethical (incl. confidentiality)......................... 5 4 3 2 1 NA

 Show enthusiasm ........................................................... 5 4 3 2 1 NA

 Adjust to new situations ........................................... 5 4 3 2 1 NA

Manage time effectively ........................................... 5 4 3 2 1 NA

 Work independently ........................................... 5 4 3 2 1 NA

 Work productively ........................................................... 5 4 3 2 1 NA

 Concentrate on tasks ........................................... 5 4 3 2 1 NA

 Demonstrate safe work practices ……………...... 5 4 3 2 1 NA

***Teamwork Skills:***

 Work well with other employees respecting diversity....... 5 4 3 2 1 NA

 Show initiative where appropriate ............................ 5 4 3 2 1 NA

 Accept constructive feedback …………………………... 5 4 3 2 1 NA

 Participate effectively in projects and tasks …….. 5 4 3 2 1 NA

 Have a positive attitude towards duties ………………. 5 4 3 2 1 NA

1. Explain how your work experience has helped you to develop the above skills:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. How does this work experience relate to your career goals for the future?

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Student’s Signature Date of Student’s Signature *Page 4/4*