

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: _____



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 _____

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

Yes Possibly No NA

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

Yes Possibly No NA

4. Supervisor's Comments or Recommendations:



STUDENT SELF-EVALUATION & REFLECTION

School District No. 38 (Richmond)

To be completed by the STUDENT ONLY in INK

Student Name: _____ Student No. _____ Home School: _____

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

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

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

- _____
- _____
- _____
- _____
- _____
- _____

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

5. What was your greatest challenge and why?

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				
<i>Fundamental Skills:</i>										
Able to solve problems	5	4	3	2	1	NA	NA	NA	NA	NA
Follow directions - listen to understand (and learn).....	5	4	3	2	1	NA	NA	NA	NA	NA
Communicate well with colleagues & public	5	4	3	2	1	NA	NA	NA	NA	NA
Use technology effectively	5	4	3	2	1	NA	NA	NA	NA	NA
Recognize problems and effectively deal with them	5	4	3	2	1	NA	NA	NA	NA	NA
<i>Personal Management Skills:</i>										
Attendance and Punctuality	5	4	3	2	1	NA	NA	NA	NA	NA
Dresses appropriately.....	5	4	3	2	1	NA	NA	NA	NA	NA
Honest and Ethical (incl. confidentiality).....	5	4	3	2	1	NA	NA	NA	NA	NA
Show enthusiasm	5	4	3	2	1	NA	NA	NA	NA	NA
Adjust to new situations	5	4	3	2	1	NA	NA	NA	NA	NA
Manage time effectively	5	4	3	2	1	NA	NA	NA	NA	NA
Work independently	5	4	3	2	1	NA	NA	NA	NA	NA
Work productively	5	4	3	2	1	NA	NA	NA	NA	NA
Concentrate on tasks	5	4	3	2	1	NA	NA	NA	NA	NA
Demonstrate safe work practices	5	4	3	2	1	NA	NA	NA	NA	NA
<i>Teamwork Skills:</i>										
Work well with other employees respecting diversity.....	5	4	3	2	1	NA	NA	NA	NA	NA
Show initiative where appropriate	5	4	3	2	1	NA	NA	NA	NA	NA
Accept constructive feedback	5	4	3	2	1	NA	NA	NA	NA	NA
Participate effectively in projects and tasks	5	4	3	2	1	NA	NA	NA	NA	NA
Have a positive attitude towards duties	5	4	3	2	1	NA	NA	NA	NA	NA

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

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

Student's Signature

Date of Student's Signature