

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 before handing in:

- Submit form by the deadline Due Date: _____
- Ensure that completed Supervisor's Evaluation is completed
- Attach Business Card of Supervisor
- Complete Self Evaluation

Type of Work Experience: (check one) Sponsor Teacher Name: _____

CP Grad Transitions PreEmp SpEd Apprenticeship Pgm (specify): _____

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

Parent/Guardian Name(s): _____ Phone #: _____

Address: _____ Postal Code: _____

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

Company/Organization 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/Volunteer 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 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/volunteer experience you did:

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

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

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

4. What did you enjoy the most about this work/volunteer 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/volunteer experiences. 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

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

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

Student's Signature

Date of Student's Signature