

For School Staff Use Only

Date Received _____ Credit Hours Granted: _____ hrs. Supervisor 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/Volunteer Experience: (check one) Sponsor Teacher Name: _____

Work Exp (WEX) Career Prep Grad Transitions SpEd Apprent. Pgm (specify): _____

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

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

Address: _____ **Postal Code:** _____

Please provide the following information (*your employer/volunteer coordinator 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/organization 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/attitudes necessary to become a good employee/volunteer?

(Circle one) Yes Possibly No NA

3. Do you think your field would be appropriate for this student?

(Circle one) 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	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
Personal Management Skills:										
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
Teamwork Skills:										
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/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