

Work Experience Evaluation and Attendance Report

Name of Student		Year	Block
Teacher		Semester (circle one)	1 2
Company Where Student was Placed	Name of Supervisor	Start Date	Finish Date
Number of Hours Completed		Number of Days Absent	
Number of Days Worked			

Duties performed:

Comments:

Employer Signature: _____

On the following pages, please evaluate the items that pertain to the student. If a statement is not applicable or the skill not shown, please leave it blank. Thank you.

O = Outstanding G = Good S = Satisfactory N = Needs Improvement

Fundamental Skills

Communicating

- reads and understands information presented in a variety of forms (e.g., words, graphs, charts, diagrams) O G S N
- reads and understands information presented in a variety of forms (e.g., words, graphs, charts, diagrams) O G S N
- writes and speaks so others pay attention and understand O G S N
- listens and asks questions to understand and appreciate the points of view of others
- shares information using a range of information and communications technologies (e.g., voice, e-mail, computers) O G S N
- uses relevant scientific, technological and mathematical knowledge and skills to explain or clarify ideas O G S N

Managing Information

- locates, gathers and organizes information using appropriate technology and information systems O G S N
- accesses, analyzes and applies knowledge and explains or clarifies ideal skills from various disciplines (e.g., the arts, languages, science, technology, mathematics, social sciences, and the humanities) O G S N

Using Numbers

- decides what needs to be measured or calculated O G S N
- observes and records data using appropriate methods, tools and technology O G S N

Thinking & Problem Solving

- assesses situations and identifies problems O G S N
- seeks different points of view and evaluates them based on facts O G S N
- recognizes the human, interpersonal, technical, scientific and mathematical dimensions of a problem O G S N
- identifies the root cause of a problem O G S N
- is creative and innovative in exploring possible solutions O G S N
- readily uses science, technology and mathematics as ways to think, gain and share knowledge, solve problems and make decisions O G S N
- evaluates solutions to make recommendations or decisions O G S N
- implements solutions O G S N
- checks to see if a solution works, and acts on opportunities for improvement O G S N

Teamwork Skills

Working with Others

- understands and works within the dynamics of a group O G S N
- ensures that a team's purpose and objectives are clear O G S N
- is flexible; tries to respect, be open to and supportive of the thoughts, opinions and contributions of others in a group O G S N
- recognizes and respects people's diversity, individual differences and perspectives O G S N
- accepts and provides feedback in a constructive and considerate manner O G S N

Teamwork Skills (continued)

Working with Others (continued)

- contributes to a team by sharing information and expertise O G S N
- leads or supports when appropriate, motivating a group for high performance O G S N
- understands the role of conflict in a group to reach solutions O G S N
- manages and resolves conflict when appropriate O G S N

Personal Management Skills

Participating in Projects & Tasks

- plans, designs or carries out a project or task from start to finish with well-defined objectives and outcomes O G S N
- develops a plan, seeks feedback, tests, revises and implements O G S N
- works to agreed quality standards and specifications O G S N
- selects and uses appropriate tools and technology for a task or project O G S N
- adapts to changing requirements and information O G S N
- continuously monitors the success of a project or task and identify ways to improve O G S N

Demonstrating Positive Attitudes & Behaviours

- appears to feel good about self and appears confident O G S N
- deals with people, problems and situations with honesty, integrity and personal ethics O G S N
- recognizes own and other people's good efforts O G S N
- takes care of personal health O G S N
- shows interest, initiative and effort O G S N

Being Adaptable

- works independently or as a part of a team O G S N
- carries out multiple tasks or projects O G S N
- is innovative and resourceful: identifies and suggests alternative ways to achieve goals and get the job done O G S N
- is open to and responds constructively to change O G S N
- learns from mistakes and accepts feedback O G S N
- copes with uncertainty O G S N

Learning Continuously

- is willing to continuously learn and grow O G S N
- assesses personal strengths and areas for development O G S N
- sets own learning goals O G S N
- identifies and accesses learning sources and opportunities O G S N
- plans for and achieves your learning goals O G S N

Working Safely

- is aware of personal and group health and safety practices and procedures, and acts in accordance with these O G S N

Source: Employability Skills 2000+
Brochure 2000 E/F (Ottawa: The Conference Board of Canada, 2000)