

EMPLOYER EVALUATION (50%)

Work Experience

This employer evaluation will represent 50% of the student's final grade. Employer feedback is required and detailed information is greatly appreciated. The student must complete at least 90 hours of volunteer or paid work based training hours to complete this course.

Company Name: _____

Supervisor Name: _____

Date: _____

Supervisor Phone No.: _____

This work experience evaluation is for _____
Student name

and is used on tasks and skills performed between _____ to _____
start date end date

GENERAL EMPLOYABILITY SKILLS	Skills: Please (v) the skills that apply.	4 strong
	Level of Competency: Please circle the level of competency.	3 good 2 competent 1 developing

<i>Fundamental Skills</i>	<i>Personal Management Skills</i>	<i>Teamwork Skills</i>
<p>4 3 2 1 <input type="checkbox"/> Communicate</p> <ul style="list-style-type: none"> ◦reads & understands information ◦writes & speaks so others can understand ◦listens & asks questions <p>4 3 2 1 <input type="checkbox"/> Manage information</p> <ul style="list-style-type: none"> ◦locates, gathers & organizes information ◦analyzes and applies knowledge & skills <p>4 3 2 1 <input type="checkbox"/> Use numbers</p> <ul style="list-style-type: none"> ◦decides what needs to be measured & calculated ◦observes & records data appropriately ◦makes estimates & verifies calculations <p>4 3 2 1 <input type="checkbox"/> Critical Thinking & Problem Solving</p> <ul style="list-style-type: none"> ◦Assesses situations & identifies problems ◦Evaluates & implements appropriate solutions ◦Acts on opportunities for improvement 	<p>4 3 2 1 <input type="checkbox"/> Attitude and Behavior</p> <ul style="list-style-type: none"> ◦Exhibits honesty & integrity ◦Recognizes good efforts of self & others ◦Shows interest, initiative & effort <p>4 3 2 1 <input type="checkbox"/> Responsibility</p> <ul style="list-style-type: none"> ◦plans and manages time & resources ◦assesses, weighs & manages risk ◦is accountable for actions <p>4 3 2 1 <input type="checkbox"/> Adaptability</p> <ul style="list-style-type: none"> ◦can work independently or as part of a team ◦can carry out multiple tasks & projects ◦learns from mistakes & accepts feedback <p>4 3 2 1 <input type="checkbox"/> Learning</p> <ul style="list-style-type: none"> ◦willing to continuously learn & grow ◦sets learning goals ◦accesses opportunities for learning & growth <p>4 3 2 1 <input type="checkbox"/> Workplace Safety</p> <ul style="list-style-type: none"> ◦is aware of, and acts in accordance with personal and group health & safety practices and procedures 	<p>4 3 2 1 <input type="checkbox"/> Work with others</p> <ul style="list-style-type: none"> ◦is flexible, respectful and open to ideas & opinions of others ◦spares information & opinions openly ◦manages & resolves conflict when appropriate <p>4 3 2 1 <input type="checkbox"/> Participation</p> <ul style="list-style-type: none"> ◦carries out tasks from start to finish ◦works to agreed quality standards & specifications ◦uses appropriate tools & technology for task/projects

Describe some of the strengths that this student brings to the workplace.

What feedback could you provide to this student to encourage further growth and success in the workplace?

Would you recommend this student to another employer? Yes/No

Comments: _____

May I share this evaluation with the student? Yes/No

Comments: _____

Job Specific Employability Skills

These specific skills were discussed and determined during the orientation.

Please indicate the appropriate competency.	N/A	Excellent	Good	Fair	Poor

Tools, Equipment, Machinery Used

Please indicate the appropriate competency.

Please indicate the appropriate competency.	N/A	Excellent	Good	Fair	Poor

Job specific training

Please indicate the appropriate competency.

Please indicate the appropriate competency.	N/A	Excellent	Good	Fair	Poor

How can the school district improve the Work Experience program?

Additional comments:

Date: _____ Supervisor signature: _____

Please return to:

Career Technical Centre (CTC)
355 Wakesiah Ave, Nanaimo, BC, V9R 3K6

Email: ctc@sd68.bc.ca Phone: 250-740-2013

Fax: 250-740-2040

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