

Employer's Verification of Paid Work/Volunteer Experience

Employer: _____
Address: _____

Phone: _____

FUNDAMENTAL SKILLS

1. Communication

- reads and understands information
- writes & speaks so others can understand
- listens & asks questions

2. Information Management

- locates, gathers & organizes information
- analyzes and applies knowledge & skills

3. Use of Numbers

- decides what needs to be measured/calculated
- observes & records data appropriately
- makes estimates & verifies calculations

4. Critical Thinking & Problem-Solving

- assesses situations & identifies problems
- evaluates & implements appropriate solutions
- acts on opportunities for improvement

PERSONAL MANAGEMENT SKILLS

5. Attitudes & Behaviours

- exhibits honesty & integrity
- recognizes good efforts of self & others
- shows interest, initiative & effort

6. Responsibility

- plans and manages time & resources
- assesses, weighs & manages risk
- is accountable for actions

7. Adaptability

- can work independently or as part of a team
- can carry out multiple tasks & projects
- learns from mistakes & accepts feedback

8. Learning

- willing to continuously learn & grow
- sets learning goals
- accesses opportunities for learning & growth

9. Workplace Safety

- is aware of, and acts open to ideas & opinions of others
- shares information & opinions openly
- manages & resolves conflict when appropriate

TEAMWORK SKILLS

10. Work with Others

- is flexible, respectful and open to ideas & opinions of others
- shares information & opinions openly
- manages & resolves conflict when appropriate

11. Participation

- carries out tasks from start to finish
- works to agreed quality standards & specifications
- uses appropriate tools & technology for tasks/projects

	Exc.	Good	Fair	Poor	N/A
1. Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Information Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Use of Numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Critical Thinking & Problem-Solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Attitudes & Behaviours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Adaptability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Workplace Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Work with Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Participation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is/Was WCB in effect at your site?	Y / N
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Comments: _____

Employer/Supervisor Signature

Date

Total Hours

Thank you for your participation in this program. Students will use this evaluation in their Grad Transition Plan.

Student's Evaluation of Work/Volunteer Experience

FUNDAMENTAL SKILLS

- | | |
|--|--|
| 1. Communication <ul style="list-style-type: none"> • reads and understands information • writes & speaks so others can understand • listens & asks questions | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 2. Information Management <ul style="list-style-type: none"> • locates, gathers & organizes information • analyzes and applies knowledge & skills | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 3. Use of Numbers <ul style="list-style-type: none"> • decides what needs to be measured/calculated • observes & records data appropriately • makes estimates & verifies calculations | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 4. Critical Thinking & Problem-Solving <ul style="list-style-type: none"> • assesses situations & identifies problems • evaluates & implements appropriate solutions • acts on opportunities for improvement | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

PERSONAL MANAGEMENT SKILLS

- | | |
|---|--|
| 5. Attitudes & Behaviours <ul style="list-style-type: none"> • exhibits honesty & integrity • recognizes good efforts of self & others • shows interest, initiative & effort | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 6. Responsibility <ul style="list-style-type: none"> • plans and manages time & resources • assesses, weighs & manages risk • is accountable for actions | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 7. Adaptability <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 | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 8. Learning <ul style="list-style-type: none"> • willing to continuously learn & grow • sets learning goals • accesses opportunities for learning & growth | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 9. Workplace Safety <ul style="list-style-type: none"> • is aware of, and acts open to ideas & opinions of others • shares information & opinions openly • manages & resolves conflict when appropriate | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

TEAMWORK SKILLS

- | | |
|--|--|
| 10. Work with Others <ul style="list-style-type: none"> • is flexible, respectful and open to ideas & opinions of others • shares information & opinions openly • manages & resolves conflict when appropriate | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 11. Participation <ul style="list-style-type: none"> • carries out tasks from start to finish • works to agreed quality standards & specifications • uses appropriate tools & technology for tasks/projects | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

Is/Was WCB in effect at your site? Y / N
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Comments:

Student Signature

Date

Total Hours

Thank you for your participation in this program. Students will use this evaluation in their Grad Transition Plan.