

STUDENT SELF-EVALUATION OF VOLUNTEER / WORK EXPERIENCE



Student: _____

Program: *Career Life Connections 12*

Placement: _____

Job Description: _____

From: _____

To: _____

Total Hours: _____

Please rate yourself by circling the number which best describes your performance for each of the criteria.

4 Outstanding	3 Good
2 Fair	1 Needs Improvement
N/A (not applicable)	

GENERAL WORK SKILLS YOU HAVE DEVELOPED

Personal and Social Aptitudes

Acceptance of constructive criticism	4	3	2	1	NA
Appearance	4	3	2	1	NA
Punctuality	4	3	2	1	NA
Attendance	4	3	2	1	NA
Courtesy (with public & workers)	4	3	2	1	NA
Dependability and responsibility	4	3	2	1	NA

Work Qualities and Habits

Effort (initiative, eagerness, effectiveness)	4	3	2	1	NA
Dexterity (speed, accuracy, organization)	4	3	2	1	NA
Follow through (completing tasks, projects)	4	3	2	1	NA

Communication Skills

Verbal (speaking clearly)	4	3	2	1	NA
Listening (able to follow directions)	4	3	2	1	NA
Questioning (asking appropriate questions)	4	3	2	1	NA
Non-verbal (eye contact, body language)	4	3	2	1	NA
Written (writing clearly, concisely, & legibly)	4	3	2	1	NA

Specific Work Skills Learned During Volunteer/Work Placement

What have you learned from this experience that you can or will apply in the future?

Student Signature: _____

Advisor Signature: _____

Date: _____

SUPERVISOR EVALUATION OF A VOLUNTEER / WORK EXPERIENCE STUDENT

STUDENT INFORMATION

Name: _____

Program: *Career Life Connections 12*

Teacher: _____

School: *Oak Bay High*

Address: _____

Tel: _____

WORK EXPERIENCE

Dates of Volunteer / Work Experience:

_____ to _____ 20__

Work Site: _____

Phone: _____ Fax: _____

Supervisor: _____

Duties Performed: _____

PLEASE EVALUATE this VOLUNTEER / WORK EXPERIENCE STUDENT as you would a NOVICE WORKER and, if possible, DISCUSS this EVALUATION with the STUDENT

Please evaluate the student on the four-point scale below:

4: Outstanding

3: Good

2: Fair

1: Needs Improvement

NA: Not Applicable

PERSONAL and SOCIAL APTITUDES

Cooperative	4	3	2	1	NA
Accepting of constructive criticism	4	3	2	1	NA
Adaptable to new tasks/situations	4	3	2	1	NA
Respectful of others	4	3	2	1	NA
Appropriately groomed	4	3	2	1	NA
Demonstrates a positive attitude to job and organization	4	3	2	1	NA
Shows interest and enthusiasm	4	3	2	1	NA
Punctual	4	3	2	1	NA
Attends regularly	4	3	2	1	NA

Recommendations for improvement and additional comments:

QUALITY of WORK and WORK HABITS

Reliable	4	3	2	1	NA
Shows good work ethic	4	3	2	1	NA
Shows initiative: self-starter	4	3	2	1	NA
Able to follow directions	4	3	2	1	NA
Completes assigned tasks	4	3	2	1	NA
Able to solve problems	4	3	2	1	NA
Aware of safety practices	4	3	2	1	NA
Uses technology effectively	4	3	2	1	NA

COMMUNICATION SKILLS

Speaks clearly	4	3	2	1	NA
Listens well	4	3	2	1	NA
Uses appropriate body language	4	3	2	1	NA
Writes clearly and legibly	4	3	2	1	NA

FINAL ASSESSMENT

Overall work experience 4 3 2 1 NA

Has this report been discussed with the student? Yes No

Supervisor's Signature: _____

Student's Signature: _____

Date: _____