



**WESTWOOD COMMUNITY HIGH SCHOOL**  
**Off Campus Education**  
**Student Employment/Volunteer Activity Sheet**

Name \_\_\_\_\_ Grade: \_\_\_\_\_ Phone \_\_\_\_\_

Employer \_\_\_\_\_ Contact Person \_\_\_\_\_

Supervisor Contact # \_\_\_\_\_

DATE	DAY	DUTIES PERFORMED	HOURS WORKED		
			FROM	TO	TOTAL
<b>TOTAL HOURS</b>					

Supervisor's comments are essential to help the student learn about the job and recognize the employer's expectations. Please attempt to make a few comments.

Observed strengths: \_\_\_\_\_

Suggestions for improvements: \_\_\_\_\_

Other Supervisor's comments: \_\_\_\_\_

**OVER ALL PERFORMANCE RATING- Please circle one of the following:**

Outstanding Above Average • Average Below Average Unsatisfactory

\_\_\_\_\_  
Employer's Signature

\_\_\_\_\_  
Student's Signature

Please bring the time sheets to the Career Café or fax to 780-743-9663 Attention: Ms Stang or Ms Arsenault or email to [donna.stang@fmprsd.ab.ca](mailto:donna.stang@fmprsd.ab.ca)

If you have any questions contact Ms Arsenault, Off Campus Coordinator at 780-791-1986

**STUDENT NAME:**  
**EMPLOYER EVALUATION**  
**WORK EXPERIENCE PROGRAM**



**PERFORMANCE RATING GUIDE**

5	Excellent	Exceeds performance expectations.
4	Very Good	Meets performance expectations with minimal assistance.
3	Good	Meets performance expectations with some assistance.
2	Needs Improvement	Meets some performance expectations with supervision.
1	Unsatisfactory	Does not meet performance expectations even with supervision.
NA	Not Applicable	Does not relate to this job site.

SELECT APPROPRIATE RATING FOR EACH PERFORMANCE STATEMENT

5 4 3 2 1 NA

	5	4	3	2	1	NA
<b>PERSONAL MANAGEMENT</b>						
• Dependable (90% attendance)	•	•	•	•	•	•
• Provides notice to supervisor prior to absences.	•	•	•	•	•	•
• Consistently on time.	•	•	•	•	•	•
• Dresses appropriately for the job.	•	•	•	•	•	•
• Accepts constructive criticism.	•	•	•	•	•	•
• Demonstrates an interest in improving job performance.	•	•	•	•	•	•
• Shows respect for others.	•	•	•	•	•	•
<b>SAFETY</b>						
• Works in a manner that prevents injury to self & others.	•	•	•	•	•	•
• When required, uses and wears protective equipment.	•	•	•	•	•	•
• Identifies & reports health and safety hazards to a supervisor in an appropriate manner.	•	•	•	•	•	•
<b>TEAM WORK</b>						
• Works efficiently with colleagues and supervisor.	•	•	•	•	•	•
• Takes responsibility of his/her share of the work.	•	•	•	•	•	•
• Contributes to the team effort.	•	•	•	•	•	•
• Takes a leadership role when appropriate.	•	•	•	•	•	•
<b>COMMUNICATION</b>						
• Uses language and terms appropriate for the job when speaking to customers and co-workers.	•	•	•	•	•	•
• Written communication is neat and legible.	•	•	•	•	•	•
<b>THINKING, PLANNING, ORGANIZING</b>						
• Organizes time and work effectively to complete tasks.	•	•	•	•	•	•
• Uses prior experience or knowledge to solve problems and make decisions.	•	•	•	•	•	•
<b>COMMENTS:</b>						

Employer's Name: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

## SELF EVALUATION

### WORK EXPERIENCE PROGRAM

WorkPlace: \_\_\_\_\_



Please read each question and select 1-2 answers per question.

1. At the beginning of my shift I take steps to find out what is expected of me.
  - Am told directly what to do by my supervisor
  - Ask what is expected of my
  - Wait until I am told what to do
  - Follow the usually expectations of my job
  
2. In my work I take pride in my work when
  - I like the task I have been assigned
  - When I am told it is important
  - No matter what
  
3. Once a task is assigned to me I was able to work without supervision.
  - If I am familiar with the task
  - Sometimes if I feel motivated
  - I work better when I work with others
  - I like to work independently so I can get the job done
  
4. If I finish my task early or there is not any work assigned to me I
  - Relax
  - Find other work to do
  - There is always work to be done for the most part
  - leave early if possible
  
5. Constructive criticism is someone giving you advice/instructions to help improve something. When someone gives you constructive criticism how do you
  - Are grateful to have the guidance
  - Find it difficult to learn that way
  - Take it personal sometimes
  -
  
6. When you miss time at your job you...
  - Call the supervisor to let them know you will not be in
  - Tell them in person a few weeks ahead if possible
  - Tell the supervisor your next shift

7. One area I could improve on in my job is.....explain why or how

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8. One are of my job I do well or even excel in is...

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9. One area of my job that I have noticeably improved in is .....

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# Volunteer Learning Plan

**Students:** You are to complete this form with the assistance of your supervisor. This form is to make you aware of the skills you have and what you are learning in your employment experience.

**STUDENT NAME:** \_\_\_\_\_

**VOLUNTEER ROLE:** \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_

**SUPERVISOR NAME:** \_\_\_\_\_

**CONTACT INFO:** \_\_\_\_\_

## Student's Duties and Responsibilities

Provide a description of exactly what your role included is and in as much detail as possible.

1.
2.
3.
4.

## Student's Learning Plan

Please list the skills that you have that enabled you to do your job well and even excel. State an example of your work that you use your skills.

Workplace Skills-What skills do you use that help you do well in your role?
What characteristic did you use while in the role?
Knowledge-What have you learned from volunteering that you may not have been able to learn in a classroom setting?

Do you need specific initial training have you completed in order to do your job?

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Ask your Supervisor what other training you may be getting in the near future and list it here


What did you learn about your **skills, attitudes, and knowledge**? What did you learn that you could or should develop or improve in the next few months? List them here:

Volunteer or work place skills
Personal attitude
Knowledge

**NOTE:**

1. Please complete a separate learning plan if job duties change significantly during the school year.

Supervisor's Signature: \_\_\_\_\_ Print Name \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

OCC Signature: \_\_\_\_\_

**This form should be completed and returned to the Career Cafe as soon as possible after the student completes their volunteering.**

Thank you for your cooperation and participation in the  
Westwood Community High School's Work  
Experience Program!