



Graduation Transitions
COMMUNITY CONNECTIONS
THIRTY HOURS OF PAID OR VOLUNTEER WORK EXPERIENCE

Name: _____
Date: _____, 20 ____ Grade: 10 11 12
Teacher: _____

Placement information:

Name of company/organization: _____

Supervisor's name: _____

Supervisor's phone: _____

Start date: _____

End date: _____

Number of completed hours in total: _____

YOU MUST COMPLETE ALL FIVE CRITERIA

CRITERIA #1

Document participation in 30 hours or more of WORK and/or VOLUNTEER experience:

- (required) Supervisor's evaluation (on attached page 4 and 5)
- (required) Certificate, Pay slips, Time logs, Letter from employer, T4 slips

CRITERIA #2

Describe the type of work and the tasks/duties performed. Give details of the job.

- (required) Student description of work, tasks, duties (in space below)
- (optional) Jobsite/event photos, video on the job, journal entries.

Job description: _____

CRITERIA #3

Identify the *fundamental skills* used or developed in your work/volunteer experience.

- (required) complete the following self-assessment (pages 2 and 3)

CRITERIA #4

Identify the *personal management skills* used or developed in your work/volunteer experience.

- (required) complete the following self-assessment (pages 2 and 3)

CRITERIA #5

Identify the *teamwork skills* used or developed in your work/volunteer experience.

- (required) complete the following self-assessment (pages 2 and 3)



**STUDENT SELF-EVALUATION
 OF EMPLOYABILITY SKILLS**

4 - excellent 90% (exceeds expectations)
 3 - good 75% (consistently meets expectations)
 2 - satisfactory 60% (meets minimum expectations)
 1 - needs improvement 40% (does not meet expectations)

Please Circle Below:

FUNDAMENTAL SKILLS (Criteria #3)

Comments:

- | | | | | | | |
|--|---|---|---|---|-----|-------|
| 1) Communicate | | | | | | |
| a) Read and understand | 4 | 3 | 2 | 1 | N/A | _____ |
| b) Write and speak | 4 | 3 | 2 | 1 | N/A | _____ |
| c) Listen and ask questions | 4 | 3 | 2 | 1 | N/A | _____ |
| d) Use info technology | 4 | 3 | 2 | 1 | N/A | _____ |
| 2) Manage information | 4 | 3 | 2 | 1 | N/A | _____ |
| a) Gather & organize info | 4 | 3 | 2 | 1 | N/A | _____ |
| b) Analyze & apply knowledge | 4 | 3 | 2 | 1 | N/A | _____ |
| 3) Numeracy | | | | | | |
| a) Extract and record numeric data | 4 | 3 | 2 | 1 | N/A | _____ |
| b) Perform calculations | 4 | 3 | 2 | 1 | N/A | _____ |
| 4) Think and Solve Problems | | | | | | |
| a) Recognize problems that occur | 4 | 3 | 2 | 1 | N/A | _____ |
| b) Identify and apply solutions | 4 | 3 | 2 | 1 | N/A | _____ |
| c) Evaluate effectiveness of decisions | 4 | 3 | 2 | 1 | N/A | _____ |

PERSONAL MANAGEMENT SKILLS (Criteria #4)

- | | | | | | | |
|------------------------------------|---|---|---|---|-----|-------|
| 5) Positive Attitudes & Behaviours | | | | | | |
| a) Self-esteem & confidence | 4 | 3 | 2 | 1 | N/A | _____ |
| b) Honesty, integrity & ethics | 4 | 3 | 2 | 1 | N/A | _____ |
| c) Appropriate grooming & attire | 4 | 3 | 2 | 1 | N/A | _____ |
| d) Independent & resourceful | 4 | 3 | 2 | 1 | N/A | _____ |
| 6) Responsibility | | | | | | |
| a) Balance work & personal life | 4 | 3 | 2 | 1 | N/A | _____ |
| b) Punctuality & attendance | 4 | 3 | 2 | 1 | N/A | _____ |
| c) Accountable & reliable | 4 | 3 | 2 | 1 | N/A | _____ |
| 7) Adaptability | | | | | | |
| a) Adjust readily to change | 4 | 3 | 2 | 1 | N/A | _____ |
| b) Ability to multitask | 4 | 3 | 2 | 1 | N/A | _____ |
| 8) Learn continuously | | | | | | |
| a) Set learning goals | 4 | 3 | 2 | 1 | N/A | _____ |
| b) Keen to learn new things | 4 | 3 | 2 | 1 | N/A | _____ |
| 9) Work Safely | | | | | | |
| a) Follow safe work practices | 4 | 3 | 2 | 1 | N/A | _____ |

(continued over)



TEAMWORK SKILLS (Criteria #5)

10) Work with others

a) Respect individual differences	4	3	2	1	N/A	_____
b) Accept constructive feedback	4	3	2	1	N/A	_____
c) Skill to be a team member.	4	3	2	1	N/A	_____

11) Participate in Projects & Tasks

a) Use of appropriate tools & tech	4	3	2	1	N/A	_____
b) Operation of equipment	4	3	2	1	N/A	_____
c) Treat equipment with care	4	3	2	1	N/A	_____

12. Do you think you are suited to this career pathway?

- Yes. Why? _____
- No. Why not? _____

Identify the most useful skills you feel you acquired as a result of this experience. Explain why you feel these particular skills are/will be useful for you.

Fundamental skills: _____

Personal management skills: _____

Teamwork skills: _____

Would you participate in this activity/event again? Why or why not? Explain

Additional reflections/observations

Criteria completed: #1 #2 #3 #4 #5

Teacher's signature: _____

Date: _____



SUPERVISOR/EMPLOYER EVALUATION

Student's Name: _____

Number of Hours completed: _____

Company Name: _____

Supervisor's Name: _____

Supervisor's Phone number: _____

4 = excellent	90%	(exceeds expectations)
3 = good	75%	(consistently meets expectations)
2 = satisfactory	60%	(meets minimum expectations)
1 = needs improvement	40%	(does/did not meet expectations)

Please circle below

FUNDAMENTAL SKILLS

							COMMENT
2) Communicate							
a) Read and understand	4	3	2	1	N/A		_____
b) Write and speak	4	3	2	1	N/A		_____
c) Listen and ask questions	4	3	2	1	N/A		_____
d) Use info technology	4	3	2	1	N/A		_____
12) Manage information	4	3	2	1	N/A		_____
a) Gather & organize info	4	3	2	1	N/A		_____
b) Analyze & apply knowledge	4	3	2	1	N/A		_____
13) Numeracy							
a) Extract & record numeric data	4	3	2	1	N/A		_____
b) Perform calculations	4	3	2	1	N/A		_____
14) Think and Solve Problems							
a) Recognize problems that occur	4	3	2	1	N/A		_____
b) Identify and apply solutions	4	3	2	1	N/A		_____
c) Evaluate effectiveness of decisions	4	3	2	1	N/A		_____

PERSONAL MANAGEMENT SKILLS

15) Positive Attitudes & Behaviours							
a) Self-esteem & confidence	4	3	2	1	N/A		_____
b) Honesty, integrity & ethics	4	3	2	1	N/A		_____
c) Appropriate grooming & attire	4	3	2	1	N/A		_____
d) Independent & resourceful	4	3	2	1	N/A		_____
16) Responsibility							
a) Balance work & personal life	4	3	2	1	N/A		_____
b) Punctuality & attendance	4	3	2	1	N/A		_____
c) Accountable & reliable	4	3	2	1	N/A		_____



- 17) Adaptability
- | | | | | | | |
|-----------------------------|---|---|---|---|-----|-------|
| a) Adjust readily to change | 4 | 3 | 2 | 1 | N/A | _____ |
| b) Ability to multitask | 4 | 3 | 2 | 1 | N/A | _____ |

- 18) Learn continuously
- | | | | | | | |
|-----------------------------|---|---|---|---|-----|-------|
| a) Set learning goals | 4 | 3 | 2 | 1 | N/A | _____ |
| b) Keen to learn new things | 4 | 3 | 2 | 1 | N/A | _____ |

- 19) Work Safely
- | | | | | | | |
|-------------------------------|---|---|---|---|-----|-------|
| a) Follow safe work practices | 4 | 3 | 2 | 1 | N/A | _____ |
|-------------------------------|---|---|---|---|-----|-------|

TEAMWORK SKILLS

- 20) Work with others
- | | | | | | | |
|-----------------------------------|---|---|---|---|-----|-------|
| a) Respect individual differences | 4 | 3 | 2 | 1 | N/A | _____ |
| b) Accept constructive feedback | 4 | 3 | 2 | 1 | N/A | _____ |
| c) Skill to be a team member | 4 | 3 | 2 | 1 | N/A | _____ |

- 21) Participate in Projects & Tasks
- | | | | | | | |
|------------------------------------|---|---|---|---|-----|-------|
| a) Use of appropriate tools & tech | 4 | 3 | 2 | 1 | N/A | _____ |
| b) Operation of equipment | 4 | 3 | 2 | 1 | N/A | _____ |
| c) Treat equipment with care | 4 | 3 | 2 | 1 | N/A | _____ |

12. Do you think this career field would be appropriate for this student?

- Yes.
- No.

ADDITIONAL COMMENTS:

(Please include strengths and areas for improvement)

SUPERVISOR/EMPLOYER'S SIGNATURE: _____

DATE: _____

Please return this form to the student who will submit it as part of their Graduation Transitions requirements