



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:

- Supervisor's evaluation - on attached page 5, 6 & 7 (required)
- Certificate, Paystubs, Time logs, Letter from employer, T4 slips (required)

CRITERIA #2

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

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

Job description: _____



CRITERIA #3

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

- complete the following self-assessment - pages 2, 3 & 4 (required)

CRITERIA #4

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

- complete the following self-assessment - pages 2, 3 & 4 (required)

CRITERIA #5

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

- complete the following self-assessment - pages 2, 3 & 4 (required)

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

a) Gather & organize info	4	3	2	1	N/A	_____
b) Analyze & apply knowledge	4	3	2	1	N/A	_____

3) Numeracy

a) Extract & 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 decisions effectiveness	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) Suitable, 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	_____
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TEAMWORK SKILLS (Criteria #5)

10) Work with others

a) Respect ind. 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: _____