

Work Experience – Period 5

Assignments to complete

All assignments must be completed and handed in by Thursday, January 20th

- Completion of 90 Hours of Work Experience*
- Employer Evaluation Form*
- Student Evaluation Form*
- Time Sheet Completion*
- Interview Evaluation (grade 11's need to arrange these with a teacher of their choosing)*
- Photos of you in the workplace
- Final Project (All evaluation forms need to be included in with this project)*

**These assignments are all mandatory and not finishing them will result in an incomplete or failing grade for the course.*

Drop by my office anytime if you have any questions or concerns.

You can always catch me on e-mail too: [***jhamlin@sd43.bc.ca***](mailto:jhamlin@sd43.bc.ca)

PINETREE SECONDARY SCHOOL

EMPLOYER'S EVALUATION - WORK EXPERIENCE ACTIVITIES

STUDENT _____

SCHOOL _____

BUSINESS _____

SUPERVISOR _____

PHONE _____

FAX _____

Please complete this evaluation and discuss with your student "employee". Your comments will help us in evaluating the pupil's work and in planning future training. Please give this form to the student or mail it to the school shown on the contract. Please rate the student according to the following scale.

E - Excellent (100 - 86) G+ - Very Good (85 - 73) G - Good (72 - 60) S - Satisfactory (59 - 50) N - Needs Improvement N/A - Not Applic.

APPEARANCE

RATING

COMMENTS

Grooming

Appropriate Clothing

ATTITUDES

Cooperation with supervisor

Cooperation with co-workers

Independence (works alone)

Enthusiasm (to learn)

Accepts constructive criticism

RESPONSIBILITIES

Attendance

Punctuality

Absenteeism (reports in)

Follow Safety Regulations

EMPLOYER'S EVALUATION

JOB PERFORMANCE (Not Applicable for Job Shadowing)

Initiative

Accuracy

Speed

COMMUNICATION

Speaks Effectively

Listens Effectively

OVERALL EVALUATION

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Student's main attributes

Areas requiring improvement

COMMENTS:

Number of Hours Completed

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(signature)

(date)

CAREER PREPARATION - WORK EXPERIENCE 12

Student Evaluation of Work Placement

Student: _____

Business: _____

Please evaluate your work placement by selecting one of the numbers below:

1 - practically never 2 - once in a while 3 - sometimes 4 - fairly often 5 - very often

1. I had enough work to keep me busy. 1 2 3 4 5

2. My job assignments were interesting. 1 2 3 4 5

3. I found my tasks challenging. 1 2 3 4 5

4. I was given enough training to do the tasks. 1 2 3 4 5

5. I had adult responsibilities. 1 2 3 4 5

6. I learned valuable skills for future employment. 1 2 3 4 5

7. I was given clear instructions. 1 2 3 4 5

8. I was assigned a variety of tasks. 1 2 3 4 5

9. The employer/employees took an interest in me. 1 2 3 4 5

10. I had freedom to develop and use my own ideas. 1 2 3 4 5

11. I felt that I was of valuable assistance. 1 2 3 4 5

12. My tasks were just busy work. 1 2 3 4 5

13. I believe the placement has a safe environment. 1 2 3 4 5

14. I was given praise and encouragement. 1 2 3 4 5

15. I received help when needed. 1 2 3 4 5

16. The employer/supervisor discussed my progress with me. 1 2 3 4 5

Overall Rating:

Excellent Good Fair Poor Terrible

Student Signature: _____ Date: _____

INTERVIEW EVALUATION

STUDENT: _____

SCHOOL: _____

BEFORE INTERVIEW	YES	NO	COMMENT (if applicable)
Arrived at appropriate time			
Courteous to everyone			
Dressed appropriately			
Well groomed			

INTRODUCTION	YES	NO	
Initiated handshake			
Offered firm hand			
Greeted interviewer by name			
Waited for invitation to be seated			
Allowed interviewer to be seated first			
Offered a resume to the interviewer			

DURING INTERVIEW	YES	NO	
Demonstrated good posture			
Maintained good eye contact			
Used pleasant tone of voice			
Avoided use of slang			
Demonstrated positive attitude			
Demonstrated confidence			
Answered questions thoroughly			
Spoke with enthusiasm			
Asked relevant questions			

INTERVIEW CONCLUSION	YES	NO	
Initiated handshake			
Offered firm hand			
Thanked interviewer			
Voiced appreciation for interviewer's time			

STUDENT'S INTERVIEW STRENGTHS: _____

SUGGESTIONS FOR IMPROVEMENT: _____

ADDITIONAL COMMENTS: _____

MARK OUT OF _____ / 100

Employer Signature: _____

Date: _____

HANDOUT

QUESTIONS FREQUENTLY ASKED IN AN EMPLOYMENT INTERVIEW

QUESTIONS	EMPLOYER IS ATTEMPTING TO DETERMINE
e.g. What special skills or abilities do you have?	Your awareness of your own aptitudes and skills
One of the things we want to talk about today is your work experience. Tell me about your present (past) jobs or work experiences?	
What were your major responsibilities in your last job or work experience?	
Tell me about some of the things on your job which you feel that you have done particularly well?	
Were there any things about your job which you found difficult? Why or why not?	
How did you feel about your previous or current supervisors?	
What kind of people do you like working with?	
What do you consider to be your personal strengths and weaknesses?	
What is important to you in a job? Why?	
What kind of things would you like to avoid in a job? Why?	

QUESTIONS	EMPLOYER IS ATTEMPTING TO DETERMINE
In what areas do you feel you could improve your abilities?	
What are some of the things that motivate you?	
What were your impressions about school? Which courses did you like the best? Why? Which courses did you like the least? Why?	
How do you spend your spare time? What are your hobbies?	
Why did you choose this particular field of work or company?	
Do you prefer working with others or by yourself?	
What qualities do you look for in a boss?	
How many hours do you expect to work in a day? a week?	
Your application indicates that you were fairly involved in school (community) activities. Could you tell me what your responsibilities involved?	
How well do you take criticism?	

QUESTIONS	EMPLOYER IS ATTEMPTING TO DETERMINE
Do you learn things quickly?	
How did your previous employers treat you?	
What job in our company would you choose if you were free to do so?	
If you had to choose one word that described you, what would it be?	
Why should we hire you for this position?	



WORK EXPERIENCE 12 FINAL REPORT

Purpose: to summarize your work experience placement

Instructions:

In report format, choose ONE placement and describe the following:

Introduction:

An overview of the sections covered in the report

Section one: Description of the Business

- Describe what the company or organization does or sell. Be specific.

Section two: Description of Job Duties and Skills Used

- Describe your responsibilities on a daily basis

Section three: The Work Environment

- Describe the physical office space and social atmosphere
 - Describe the people you worked with
 - Describe any other personal impressions
- **remember to always be respectful

Section four: Self-evaluation

- Describe the skills and knowledge you gained
- Reflect how you felt at work each day
- State accomplishments during work placement (be specific)
- Describe what you need to improve before you enter the work world

Conclusion:

- Describe the conclusions you have drawn about the working world
- How has your experience helped you in your career decisions?

TURN PAGE OVER

Appendices:

- Employer's evaluation
- Timesheets (your log of hours)
- Copy of signed contract
- Student evaluation of work placement
- 3 photos of you interacting with someone at placement

Evaluation:

Content – have you answered the above questions thoroughly?
Layout and formatting – is the project in report format? Title-page? 10-12 font?
Double-spaced? Use of headings? Organization?
Spelling and grammar
Appendices – all included?

TOTAL MARKS OUT OF 100

Due date: to be announced at later time in semester