Work Experience

Placement: Name:

Dates and hours:

|  |  |  |  |  |  |  |  |
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| **Demonstration of Progress** | **Insufficient Progress**  Insufficient progress in learning. Challenges remain unaddressed. | | **Progress with Challenges**  Addresses challenges in order to progress in learning. | **Steady Progress**  Demonstrates consistent progress in learning. Applies knowledge and skills. | **Outstanding Achievement**  Learning represents significant achievement and contribution. | **Score** | **Comments** |
| **Areas of learning** |
| **Scale** | 0 4 7 10 12 14 15 16 17 18 19 20 | | | | | |  |
| **Productivity** | Does not address issues with speed, quality of work and/or initiating tasks. | | May need prompting to initiate tasks. Works on improving quality and speed of work. | Always finding ways to improve productivity. | Consistently improves the effectiveness and productivity of teams. | /20 |  |
| **Scale** | 0 4 7 10 12 14 15 16 17 18 19 20 | | | | | |  |
| **Workplace Skills** | Avoids learning new skills. | | Gets help when needed in order to learn new skills, tasks and procedures. | Constantly seeks opportunities for skill development. | Applies and practices difficult skills in the workplace. | /20 |  |
| **Scale** | 0 4 7 10 12 14 15 16 17 18 19 20 | | | | | |  |
| **Task Completion** | Ongoing challenges following direction and completing tasks. | | Follows direction. Seeks guidance when needed. Attempts to implement some self-management strategies | Applies organizational skills to consistently complete tasks and assignments on time. | Effectively plans work and manages tasks in order to contribute to teamwork and to work independently. | /20 |  |
| **Scale** | 0 2 4 5 6 7 8 9 10 | | | | | |  |
| **Communication Skills: listening, speaking, body language** | Communication presents a significant barrier to employment or learning | | Uses appropriate communication most of the time. Implements feedback | Consistently demonstrates positive clear and appropriate communication and active listening. | Is thoughtful and effective with all communications. | /10 |  |
| **Scale** | 0 2 4 5 6 7 8 9 10 | | | | | |  |
| **Teamwork** | Behaviours that impede the work/learning of others. | | Makes positive contributions to the team most of the time. | Consistently supports the goals and values of the team/group/organization | Inspires others to work together towards common goals | /10 |  |
| **Scale** | 0 2 4 5 6 7 8 9 10 | | | | | |  |
| **Safety orientation & maintenance of an orderly work environment** | Puts others at risk. Major challenges maintaining an orderly and clean work environment. | | Identifies hazards and acts to manage them. Keeps track of tools, equipment and belongings. | Consistently shows concern for safe practices and maintains a clean and organized work setting. | Provides leadership in maintaining high safety standards and a clean and organized work/learning environment. | /10 |  |
| **Scale** | 0 2 4 5 6 7 8 9 10 | | | | | |  |
| **Presentation**  **(appearance, grooming and hygiene)** | Major or ongoing issues that create a barrier to employment. | | Minor and occasional issues that are addressed when prompted. | Consistently in line with the business standard of the student’s area of interest. | Consistently outstanding presentation for a person in the student’s area of interest | /10 |  |
|  |  | **Score** | | | **/100** | |  |