

Placement:

Name:

WORK EXPERIENCE

Dates and hours:

Demonstration of Progress	Insufficient Progress	Progress with Challenges	Steady Progress	Outstanding Achievement	Score	Comments
Areas of learning	Insufficient progress in learning. Challenges remain unaddressed.	Addresses challenges in order to progress in learning.	Demonstrates consistent progress in learning. Applies knowledge and skills.	Learning represents significant achievement and contribution.		
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	
					/100	
					Score	