



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
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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	_____

(continued over)

