

## Student Self Evaluation & Reflective Report

Student Information:		Placement Information:			
Student Name:		Business:			
Phone #:		Address:			
Number of Completed Hours		Supervisor:			
		Phone:		Fax:	
		Start Date:		End Date	

**Student: Please circle one below:**

**1 – UnSatisfactory 40%**  
(does not meet expectations)

**2 – Satisfactory 60%**  
(meets minimum expectations)

**3 – Good 75%**  
(consistently meets expectations)

**4 – Excellent 90%**  
(exceeds expectations)

Communication:					
• Listening Skills (ability to listen and follow directions)	1	2	3	4	N/A
• Verbal communication skills (ability to communicate orally with others)	1	2	3	4	N/A
• Written communication skills (ability to write effectively)	1	2	3	4	N/A
• Reading comprehension (ability to read and understand written materials)	1	2	3	4	N/A
• Use of technology (ability to use technology of the business and make appropriate decisions while using it)	1	2	3	4	N/A
Personal Attributes:					
• Interest and enthusiasm (asks questions, cheerful, friendly)	1	2	3	4	N/A
• Attendance (arranges appointments outside of "work"; contacts employer when ill)	1	2	3	4	N/A
• Punctuality (arrives early at the workplace)	1	2	3	4	N/A
• Grooming and dress (appropriate for the workplace)	1	2	3	4	N/A
• Critical thinking (ability to evaluate situations, solve problems and make decisions)	1	2	3	4	N/A
Work Habits:					
• Willingness to learn and participate (demonstrates a positive attitude towards learning and an enthusiasm towards work)	1	2	3	4	N/A
• Responsible and reliable (demonstrates a serious attitude and completes tasks on time)	1	2	3	4	N/A
• Industrious (works hard on assigned tasks, shows energy and persistence to get the job done)	1	2	3	4	N/A
• Initiative (offers to do extra work, works well without supervision)	1	2	3	4	N/A
• Personal ethics and respect for others (is honest, sensitive and considerate, respects the confidential nature of the business conducted in the workplace)	1	2	3	4	N/A
• Teamwork (is cooperative, works well with others and shares the workload)	1	2	3	4	N/A
• Flexibility/adaptability (is willing to try a new approach and accept constructive criticism)	1	2	3	4	N/A
• Accuracy (is serious about ensuring that work is done correctly)	1	2	3	4	N/A

## Reflective Report

On a separate piece of paper, write a one-page report (computer printed) addressing the following questions related to your work experience:

1. List and describe the type of work you did and tasks you performed.
2.
  - a) Identify three safe work procedures practiced by you while attending this work experience placement.
  - b) Explain why these safety procedures are practiced at the worksite.
  - c) List the procedures for reporting accidents at this worksite.
3. List four employability skills you have developed or are developing as a result of this work experience.
4. Would you (or would you not) like to do this sort of job as a career? Explain in detail.
5. What could you have done to make this work placement more successful?
6. Describe how participating in this work experience placement will affect your Grad Transition Plan.

Return your completed work as follows:

- Safety Questionnaire
- Student Time Log
- Student Self Evaluation
- Reflective Report
- Thank you letter
- Revised Resume

To: \_\_\_\_\_

No later than: \_\_\_\_\_