



To Whom it May Concern:

_____ has applied to use his/her paid employment or volunteer work to satisfy the required work experience/community service component for graduation.

In order to satisfy these requirements we are asking you, as his/her supervisor, to complete and sign the *Student's Work Experience Performance Evaluation* form on the reverse side of this letter.

Please return the completed form to the student and they will return this package to Maplewood Alternative High School.

Thank you for your cooperation and support for our graduation program. If you have any questions, please contact me directly at 604 985 5224.

Sincerely,

Kirsten White
Director of High School
604 985 5224
Email: kwhite@kgms.ca

EMPLOYMENT INFORMATION (if applicable, attach business card)

Company/Organization name

Address

City

Postal Code

Phone

Fax

Workplace Supervisor (print clearly)

Supervisor's signature

Date



30 Hours Work Experience/Community Service

Student Name: _____ Grade: _____

Student Number: _____ Cell Number: _____

Name of Company:			
Dates:	Shift times: (eg. 8 am to 5 pm)	Hours Worked: (eg. 9 total)	Job Description
Total Hours:			Supervisor Signature: _____

**Please attach evidence for each of your experiences
(pay stub, signed letter of reference, etc.)**

Note:

- The total hours of work experience or community service must be **at least 30 hours**
- School service hours **do not apply** to the 30 hours of work experience/community service requirement
- Community service hours must be acquired by volunteering for a recognized community business or organization

Reflection and Comments

After you have completed 30 hours of work experience or community service, complete the following:

Describe in detail the work or tasks you completed in this paid or unpaid work. Be sure to accurately describe equipment used or specific procedures followed

In what ways have you benefited from doing this work (skills acquired or lessons learned)?

Explain how your paid work/volunteer work may benefit you or your community in which you work (or worked).

Explain how the skills you learned or used at work can be transferred to other situations.

EMPLOYABILITY SKILLS SELF-EVALUATION

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)
N/A - Not Applicable	

Rate your Employability Skills on the scale (1-4). Please circle the appropriate number.

FUNDAMENTAL SKILLS					
1. Communication					
a) reads & understands information	4	3	2	1	N/A
b) writes & speaks so others pay attention	4	3	2	1	N/A
c) listens & asks appropriate questions	4	3	2	1	N/A
d) has the ability to use information technology	4	3	2	1	N/A
2. Manage Information					
a) gathers & organizes information	4	3	2	1	N/A
b) has the ability to analyze & apply knowledge	4	3	2	1	N/A
3. Numeracy					
a) is able to understand & record numeric data	4	3	2	1	N/A
b) makes estimates and verifies calculations	4	3	2	1	N/A
4. Thinks & Solves Problems					
a) assesses situations and identifies problems	4	3	2	1	N/A
b) understands the complexity of problems & applies creative solutions	4	3	2	1	N/A
c) is able to evaluate the effectiveness of decisions	4	3	2	1	N/A
PERSONAL MANAGEMENT SKILLS					
5. Demonstrates Positive Attitudes & Behaviours					
a) demonstrates self-esteem & confidence	4	3	2	1	N/A
b) is honest & ethical	4	3	2	1	N/A
c) is appropriately groomed & dressed for work	4	3	2	1	N/A
d) is independent & resourceful; takes initiative	4	3	2	1	N/A
6. Responsibility					
a) is able to balance work, school, & personal life	4	3	2	1	N/A
b) is punctual & and never needlessly misses work	4	3	2	1	N/A
c) is accountable for his or her behaviour & is reliable	4	3	2	1	N/A
7. Adaptability					
a) is able to adjust readily to change	4	3	2	1	N/A
b) is able to multi-task	4	3	2	1	N/A
8. Learns Continuously					
a) sets learning goals at work	4	3	2	1	N/A
b) is keen to learn new things	4	3	2	1	N/A
9. Work Safely					
a) is able to follow safe work practices	4	3	2	1	N/A
TEAMWORK SKILLS					
10. Working with Others					
a) respects individual differences	4	3	2	1	N/A
b) accepts constructive feedback	4	3	2	1	N/A
c) co-operates with others as a team member	4	3	2	1	N/A
11. Participation in Projects & Tasks					
a) selects appropriate tools & technology	4	3	2	1	N/A
b) operates equipment correctly	4	3	2	1	N/A
c) treats equipment with care	4	3	2	1	N/A