







## EMPLOYABILITY SKILLS SELF-EVALUATION

<b>4 – Excellent</b>	<b>90% (exceeds expectations)</b>
<b>3 – Good</b>	<b>75% (consistently meets expectations)</b>
<b>2 – Satisfactory</b>	<b>60% (meets minimum expectations)</b>
<b>1 – Needs Improvement</b>	<b>40% (does not meet expectations)</b>
<b>N/A - Not Applicable</b>	

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

<b>FUNDAMENTAL SKILLS</b>					
<b>1. Communication</b>					
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
<b>2. Manage Information</b>					
a) gathers & organizes information	4	3	2	1	N/A
b) has the ability to analyze & apply knowledge	4	3	2	1	N/A
<b>3. Numeracy</b>					
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
<b>4. Thinks &amp; Solves Problems</b>					
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
<b>PERSONAL MANAGEMENT SKILLS</b>					
<b>5. Demonstrates Positive Attitudes &amp; Behaviours</b>					
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
<b>6. Responsibility</b>					
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
<b>7. Adaptability</b>					
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
<b>8. Learns Continuously</b>					
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
<b>9. Work Safely</b>					
a) is able to follow safe work practices	4	3	2	1	N/A
<b>TEAMWORK SKILLS</b>					
<b>10. Working with Others</b>					
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
<b>11. Participation in Projects &amp; Tasks</b>					
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



To Whom It May Concern:

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

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

Please return the completed form to \_\_\_\_\_.

Thank you for your cooperation and support of our Career Programs. If you have any questions, please contact me at 604-296-6890.

Sincerely,

Doreen Larisch  
Graduation Transitions Advisor  
Doreen.Larisch@sd41.bc.ca

---

EMPLOYMENT INFORMATION (if applicable, attach business card)

Company/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Workplace Supervisor (please print): \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# CAREER PROGRAMS

## STUDENT'S WORK EXPERIENCE PERFORMANCE EVALUATION

Student: \_\_\_\_\_ Program: \_\_\_\_\_  
 School: \_\_\_\_\_ Advisor: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
 Company: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

**EMPLOYERS:** Please evaluate this student as you would an **entry-level employee** in your work place. This evaluation form will significantly influence the mark the student will receive for their work experiences. **Please make every effort to discuss this evaluation with the student.**

<b>ENTRY-LEVEL EMPLOYABILITY SKILLS</b>	ALWAYS	USUALLY	SOMETIMES	SELDOM	NOT APPLICABLE
the student shows a positive attitude and is enthusiastic to learn and participate					
the student shows a willingness to take initiative					
the student is cooperative and works well with others					
the student is sensitive and considerate towards others					
the student is honest and respects confidentiality					
the student accepts constructive criticism and changes behaviour accordingly					
the student is attentive, listens and follows directions					
the student speaks clearly and audibly					
the student asks appropriate questions, and can articulate thoughts or ideas					
the student writes clearly and concisely with few errors					
the student shows an ability to concentrate on the tasks assigned					
the student completes projects and assignments accurately and within time lines					
the student is able to use the technology specific to the workplace					
the student is dressed and groomed appropriately for the job					
the student observes the company's safety rules and regulations					
the student abides by company policies related to break times and hours of work					
the student makes a positive contribution to the workplace / community					

*Please comment on the student's overall attitude and performance:*

---



---



---

Overall attitude:     Excellent     Good     Fair     Poor  
 Overall rating:     A     B     C     F

Number of days late: \_\_\_\_\_ Reason: \_\_\_\_\_  
 Number of days absent: \_\_\_\_\_ Reason: \_\_\_\_\_

Has this evaluation been discussed with the student?    YES     NO

Student's signature: _____	Date: _____
Supervisor's signature: _____	