

# Windermere Secondary School

3155 E.27<sup>th</sup> Ave., Vancouver, BC V5R 1P3

Phone (604) 713-8180 Fax: (604) 713-8170

## Work or Volunteer Experience: Supervisor/Employer Evaluation

STUDENT NAME: \_\_\_\_\_

Student Number: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

NUMBER OF COMPLETED HOURS: \_\_\_\_\_

Company Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

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

4 – Excellent 90% (Exceeds expectations)

3 – Good 75% (Consistently meets expectations)

2 – Satisfactory 60% (Meets minimum expectations)

1 – Need Improvement 40% (Does not meet expectations)

*Please circle below*

### FUNDAMENTAL SKILLS

#### 1 Communication

- |                           |   |   |   |   |     |
|---------------------------|---|---|---|---|-----|
| a) Read & understand      | 4 | 3 | 2 | 1 | n/a |
| b) Write & speak          | 4 | 3 | 2 | 1 | n/a |
| c) Listen & ask questions | 4 | 3 | 2 | 1 | n/a |
| d) Use info technology    | 4 | 3 | 2 | 1 | n/a |

#### 2 Manage Information

- |                              |   |   |   |   |     |
|------------------------------|---|---|---|---|-----|
| a) Gather & organize info    | 4 | 3 | 2 | 1 | n/a |
| b) Analyze & apply knowledge | 4 | 3 | 2 | 1 | n/a |

#### 3 Numeracy

- |                                  |   |   |   |   |     |
|----------------------------------|---|---|---|---|-----|
| a) Extract & record numeric data | 4 | 3 | 2 | 1 | n/a |
| b) Perform calculations          | 4 | 3 | 2 | 1 | n/a |

#### 4 Think & Solve Problems

- |                                        |   |   |   |   |     |
|----------------------------------------|---|---|---|---|-----|
| a) Recognize problems that occur       | 4 | 3 | 2 | 1 | n/a |
| b) Identify & apply solutions          | 4 | 3 | 2 | 1 | n/a |
| c) Evaluate effectiveness of decisions | 4 | 3 | 2 | 1 | n/a |

### Personal Management Skills

#### 5 Positive Attitudes & Behaviors

- |                                    |   |   |   |   |     |
|------------------------------------|---|---|---|---|-----|
| a) Self-esteem & confidence        | 4 | 3 | 2 | 1 | n/a |
| b) Honesty, integrity & ethics     | 4 | 3 | 2 | 1 | n/a |
| c) Appropriate grooming and attire | 4 | 3 | 2 | 1 | n/a |
| d) Independent & resourceful       | 4 | 3 | 2 | 1 | n/a |

