

**BOUNDARY SCHOOL DISTRICT 51
WORK/VOLUNTEER EXPERIENCE
Self-Evaluation**

Student Name:

Date:

On the following, please evaluate the items that pertain to your Work/Volunteer Experience.
If a statement is not applicable or the skill not shown, please leave it blank.

O = Outstanding G = Good S = Satisfactory N = Needs Improvement

Fundamental Skills

Communicating

- reads and understands information presented in a variety of forms (e.g., words, graphs, charts, diagrams) O G S N
- reads and understands information presented in a variety of forms (e.g., words, graphs, charts, diagrams) O G S N
- writes and speaks so others pay attention and understand O G S N
- listens and asks questions to understand and appreciate the points of view of others O G S N
- shares information using a range of information and communications technologies (e.g., voice, e-mail, computers) O G S N
- uses relevant scientific, technological and mathematical knowledge and skills to explain or clarify ideas O G S N

Managing Information

- locates, gathers and organizes information using appropriate technology and information systems O G S N
- accesses, analyzes and applies knowledge and explains or clarifies ideal skills from various disciplines (e.g., the arts, languages, science, technology, mathematics, social sciences, and the humanities) O G S N

Using Numbers

- decides what needs to be measured or calculated O G S N
- observes and records data using appropriate methods, tools and technology O G S N

Thinking & Problem Solving

- assesses situations and identifies problems O G S N
- seeks different points of view and evaluates them based on facts O G S N
- recognizes the human, interpersonal, technical, scientific and mathematical dimensions of a problem O G S N
- identifies the root cause of a problem O G S N
- is creative and innovative in exploring possible solutions O G S N
- readily uses science, technology and mathematics as ways to think, gain and share knowledge, solve problems and make decisions O G S N
- evaluates solutions to make recommendations or decisions O G S N
- implements solutions O G S N
- checks to see if a solution works, and acts on opportunities for improvement O G S N

Teamwork Skills

Working with Others

• understands and works within the dynamics of a group	O	G	S	N
• ensures that a team's purpose and objectives are clear	O	G	S	N
• is flexible; tries to respect, be open to and supportive of the thoughts, opinions and contributions of others in a group	O	G	S	N
• recognizes and respects people's diversity, individual differences and perspectives	O	G	S	N
• accepts and provides feedback in a constructive and considerate manner	O	G	S	N
• contributes to a team by sharing information and expertise	O	G	S	N
• leads or supports when appropriate, motivating a group for high performance	O	G	S	N
• understands the role of conflict in a group to reach solutions	O	G	S	N
• manages and resolves conflict when appropriate	O	G	S	N

Personal Management Skills

Participating in Projects & Tasks

• plans, designs or carries out a project or task from start to finish with well-defined objectives and outcomes	O	G	S	N
• develops a plan, seeks feedback, tests, revises and implements	O	G	S	N
• works to agreed quality standards and specifications	O	G	S	N
• selects and uses appropriate tools and technology for a task or project	O	G	S	N
• adapts to changing requirements and information	O	G	S	N
• continuously monitors the success of a project or task and identify ways to improve	O	G	S	N

Demonstrating Positive Attitudes & Behaviours

• appears to feel good about self and appears confident	O	G	S	N
• deals with people, problems and situations with honesty, integrity and personal ethics	O	G	S	N
• recognizes own and other people's good efforts	O	G	S	N
• takes care of personal health	O	G	S	N
• shows interest, initiative and effort	O	G	S	N

Being Adaptable

• works independently or as a part of a team	O	G	S	N
• carries out multiple tasks or projects	O	G	S	N
• is innovative and resourceful: identifies and suggests alternative ways to achieve goals and get the job done	O	G	S	N
• is open to and responds constructively to change	O	G	S	N
• learns from mistakes and accepts feedback	O	G	S	N
• copes with uncertainty	O	G	S	N

Learning Continuously

• is willing to continuously learn and grow	O	G	S	N
• assesses personal strengths and areas for development	O	G	S	N
• sets own learning goals	O	G	S	N
• identifies and accesses learning sources and opportunities	O	G	S	N
• plans for and achieves your learning goals	O	G	S	N

Working Safely

• is aware of personal and group health and safety practices and procedures	O	G	S	N
---	---	---	---	---

Summation Activity

Note: This must be a job identified in your transition plan as a possible personal career goal.

- Occupation identified in your transition plan: _____.
- Select what you think are the five (5) most important Employability Skills relating to the above occupation.

Employability Skill #1: _____

- Explain how this skill transfers to your chosen occupation.

Employability Skill #2: _____

- Explain how this skill transfers to your chosen occupation.

Employability Skill #3: _____

- Explain how this skill transfers to your chosen occupation.

Employability Skill #4: _____

- Explain how this skill transfers to your chosen occupation.

Employability Skill #5: _____

- Explain how this skill transfers to your chosen occupation.