



# Community Connections

**Instructions for 30 Hour Work/Volunteer Experience Form**

Name \_\_\_\_\_ Student Number \_\_\_\_\_ Date \_\_\_\_\_

Between grades 10-12, complete 30 hours of any combination of work or volunteer experience.

Include a THOROUGHLY and THOUGHTFULLY completed form for the location where you worked/volunteered for the *majority* of the 30 hours.

1. Describe the nature of the work experience you did:

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2. Describe (in detail) how you acquired this work experience:

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3. What did you enjoy the most about this work experience and why?

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4. What was your greatest challenge and why?

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5. The following is a list of skills, attitudes and behaviours necessary for successful employment. Please evaluate how you see yourself at this time based on your volunteer/work experience you have completed.

(5) Excellent (4) Good (3) Satisfactory (2) Fair (1) Poor (NA) Not Applicable

*Please circle below*

	<b>Excellent</b>					<b>Poor</b>
<b><i>Fundamental Skills:</i></b>						
Able to solve problems .....	5	4	3	2	1	NA
Follow directions - listen to understand (and learn).....	5	4	3	2	1	NA
Communicate well with colleagues & public .....	5	4	3	2	1	NA
Use technology effectively .....	5	4	3	2	1	NA
Recognize problems and effectively deal with them ....	5	4	3	2	1	NA
<b><i>Personal Management Skills:</i></b>						
Attendance and Punctuality .....	5	4	3	2	1	NA
Dresses appropriately.....	5	4	3	2	1	NA
Honest and Ethical (incl. confidentiality).....	5	4	3	2	1	NA
Show enthusiasm .....	5	4	3	2	1	NA
Adjust to new situations .....	5	4	3	2	1	NA
Manage time effectively .....	5	4	3	2	1	NA
Work independently .....	5	4	3	2	1	NA
Work productively .....	5	4	3	2	1	NA
Concentrate on tasks .....	5	4	3	2	1	NA
Demonstrate safe work practices .....	5	4	3	2	1	NA
<b><i>Teamwork Skills:</i></b>						
Work well with other employees respecting diversity.....	5	4	3	2	1	NA
Show initiative where appropriate .....	5	4	3	2	1	NA
Accept constructive feedback .....	5	4	3	2	1	NA
Participate effectively in projects and tasks .....	5	4	3	2	1	NA
Have a positive attitude towards duties .....	5	4	3	2	1	NA

6. How does this work experience relate to your career goals for the future?

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Student's Signature

\_\_\_\_\_  
Date of Student's Signature

Please submit to Mrs. McFadyen by Friday, April 6. Forms will be accepted any time prior to this date.