



ÉCOLE SECONDAIRE
R. A. MCMATH
SECONDARY SCHOOL

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:

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

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

4. What was your greatest challenge and why?

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

Fundamental Skills:

- Able to solve problems
- Follow directions - listen to understand (and learn)
- Communicate well with colleagues & public
- Use technology effectively
- Recognize problems and effectively deal with them

Personal Management Skills:

- Attendance and Punctuality
- Dresses appropriately
- Honest and Ethical (incl. confidentiality)
- Show enthusiasm
- Adjust to new situations
- Manage time effectively
- Work independently
- Work productively
- Concentrate on tasks
- Demonstrate safe work practices

Teamwork Skills:

- Work well with other employees respecting diversity
- Show initiative where appropriate
- Accept constructive feedback
- Participate effectively in projects and tasks
- Have a positive attitude towards duties

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