



## B. Community Connections: 30 hours Work and/or Volunteer Experience Verification

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

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

Student #: \_\_\_\_\_

Pack #: \_\_\_\_\_

<b>Work Experience</b> Hours completed _____  Employer: _____  Employer's Phone Number: _____  Work Site Supervisor: _____  Supervisor Signature: _____	<b>Volunteer Experience</b> Hours completed _____  Organization: _____  Event Supervisor: _____  Supervisor's Phone Number: _____  Supervisor Signature: _____
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- .. Attach appropriate documentation (pay stub, reference letter, or volunteer certificate)
- .. Complete Employability Skills Evaluation (on the back)
- .. Type your response to each of the following:
  1. Describe the type of work done and the tasks/duties you performed while in your work/volunteer experience placement.

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2. Describe how your work contributed to the place of business and/or charitable agency or event.

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3. Discuss the development of your interpersonal skills in addition to other specific transferable skills through this experience.

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\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Parent signature

For graduation transitions teacher use only:

- .. Form Complete
- .. Verification Documents attached
- .. Employability Skills sheet completed

\_\_\_\_\_  
Graduation Transitions teacher signature

## Employability Skills Evaluation

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

The skills you need to enter, stay in, and progress in the world of work – whether you work on your own or as a part of a team. These skills can also be applied and used beyond the workplace in a range of daily activities.

*On the chart below, place an “X” in the box of the fundamental, personal management and teamwork skills that you used or developed while in your work/volunteer experience.*

Fundamental Skills	Personal Management Skills	Teamwork Skills
<p><b>Communicate</b></p> <ul style="list-style-type: none"> <li>.. read and understand information presented in a variety of forms (e.g., words, graphs, charts, diagrams)</li> <li>.. write and speak so others pay attention and understand</li> <li>.. listen and ask questions to understand and appreciate the points of view of others</li> <li>.. share information using a range of information and communications technologies (e.g., voice, e-mail, computers)</li> <li>.. use relevant scientific, technological and mathematical knowledge and skills to explain or clarify ideas</li> </ul> <p><b>Manage Information</b></p> <ul style="list-style-type: none"> <li>.. locate, gather and organize information using appropriate technology and information systems</li> <li>.. access, analyze and apply knowledge and skills from various disciplines (e.g., the arts, languages, science, technology, mathematics, social sciences, and the humanities)</li> </ul> <p><b>Use Numbers</b></p> <ul style="list-style-type: none"> <li>.. decide what needs to be measure or calculated</li> <li>.. observe and record data using appropriate methods, tools and technology</li> <li>.. make estimates and verify calculations</li> </ul> <p><b>Think &amp; Solve Problems</b></p> <ul style="list-style-type: none"> <li>.. assess situations and identify problems</li> <li>.. seek different points of view and evaluate them based on facts</li> <li>.. recognize the human, interpersonal, technical, scientific and mathematical dimensions of a problem</li> <li>.. identify the root cause of a problem</li> <li>.. be creative and innovative in exploring possible solutions</li> <li>.. readily use science, technology and mathematics as ways to think, gain and share knowledge, solve problems and make decisions</li> <li>.. evaluate solutions to make recommendations or decision</li> <li>.. implement solutions</li> <li>.. check to see if a solution works, and act on opportunities for improvement</li> </ul>	<p><b>Demonstrate Positive Attitudes &amp; Behaviours</b></p> <ul style="list-style-type: none"> <li>.. feel good about yourself and be confident</li> <li>.. deal with people, problems and situations with honesty, integrity and personal ethics</li> <li>.. recognize your own and other people's good efforts</li> <li>.. take care of your personal health</li> <li>.. show interest, initiative and effort</li> </ul> <p><b>Be Responsible</b></p> <ul style="list-style-type: none"> <li>.. set goals and priorities balancing work and personal life</li> <li>.. plan and manage time, money and other resources to achieve goals</li> <li>.. assess, weigh and manage risk</li> <li>.. be accountable for your actions and the actions of your group</li> <li>.. be socially responsible and contribute to your community</li> </ul> <p><b>Be Adaptable</b></p> <ul style="list-style-type: none"> <li>.. work independently or as a part of a team</li> <li>.. carry out multiple tasks or projects</li> <li>.. be innovative and resourceful: identify and suggest alternative ways to achieve goals and get the job done</li> <li>.. be open and respond constructively to change</li> <li>.. learn from your mistakes and accept feedback</li> <li>.. cope with uncertainty</li> </ul> <p><b>Learn Continuously</b></p> <ul style="list-style-type: none"> <li>.. be willing to continuously learn and grow</li> <li>.. assess personal strengths and areas for development</li> <li>.. set your own learning goals</li> <li>.. identify and access learning sources and opportunities</li> <li>.. plan for an achieve your learning goals</li> </ul> <p><b>Work Safely</b></p> <ul style="list-style-type: none"> <li>.. be aware of personal and group health and safety practices and procedure, and act in accordance with these</li> </ul>	<p><b>Work with Others</b></p> <ul style="list-style-type: none"> <li>.. understand and work within the dynamics of a group</li> <li>.. ensure that a team's purpose and objectives are clear</li> <li>.. be flexible: respect, be open to and supportive of the thoughts, opinions and contributions of others in a group</li> <li>.. recognize and respect people's diversity, individual differences and perspectives</li> <li>.. accept and provide feedback in a constructive and considerate manner</li> <li>.. contribute to a team by sharing information and expertise</li> <li>.. lead or support when appropriate, motivating a group for high performance</li> <li>.. understand the role of conflict in a group to reach solutions</li> <li>.. manage and resolve conflict when appropriate</li> </ul> <p><b>Participate in Projects &amp; Tasks</b></p> <ul style="list-style-type: none"> <li>.. plan, design or carry out a project or task from start to finish with well-defined objectives and outcomes</li> <li>.. develop a plan, seek feedback, test, revise and implement</li> <li>.. work to agreed quality standards and specifications</li> <li>.. select and use appropriate tools and technology for a task or project</li> <li>.. adapt to changing requirements and information</li> <li>.. continuously monitor the success of a project or task and identify ways to improve</li> </ul>