



MYRNAM OUTREACH & HOMESCHOOL CENTRE

PROMOTING CHOICE IN EDUCATION

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Principal: Mrs. Danielle Eriksen Assistant Principal: Mrs. Alyssa Kalynchuk
Mr. Robert Tymofichuk

Work Experience Assessment Tool

A. Student Name: _____

Job Title: _____

B. Business Name: _____

Supervisor conducting the evaluation: _____

C. Date: _____

Please consider the following areas for employee responsibilities or character. Circle the number you feel is appropriate.

Attendance

The student is consistently on time to work and notifies the employer of all absences.	4
The student is sometimes late for work but notifies the employer of all absences.	3
The student is often late for work but notifies the employer of all absences.	2
The student is always late or does not notify the employer of any absences.	1

Health and Safety

The student can identify all potential hazards in the workplace and can describe in detail safe practices. He/she adheres to safety rules and extensive knowledge of safety procedures. Equipment is always used safely and responsibly.	4
The student can identify most potential hazards in the workplace and can describe most safe practices. She/He adheres to most safety rules and a working knowledge of safety procedures. Equipment is usually used safely and responsibly.	3
The student can identify some potential hazards in the workplace and can describe most safe practices. He/She adheres to some safety rules and has a limited knowledge of safety procedures. Equipment is rarely used safely and responsibly.	2
The student is unable to identify potential hazards in the workplace and has no knowledge of safe practices. He/She does not adhere to safety rules or procedures. Equipment is never used safely or is used irresponsibly.	1

Employee Rights and Responsibilities

The student has a comprehensive and working knowledge of his/her rights and responsibilities as an employee.	4
The student has a fairly detailed knowledge of her/his rights and responsibilities as an employee.	3
The student has a vague knowledge of his/her rights and responsibilities as an employee.	2
The student has no knowledge of the rights and responsibilities of an employee.	1

Problem Solving

The student takes the initiative to design solutions to complex problems or issues.	4
The student takes the initiative to design solutions to simple problems and issues.	3
The student seeks help of others to solve any problems or issues they come across.	2
The student does not show initiative to tackle any problems or issues.	1

Independent Work

The student consistently completes tasks without the need for constant supervision..	4
The student usually completes tasks without constant supervision	3
The student sometimes completes tasks without constant supervision.	2
The student is unable to complete tasks without the need for constant supervision.	1

Team Work

The student actively encourages team building to complete tasks. She/He respects the contributions of other works and is polite to all co-workers.	4
The student participates willingly in team efforts. He/She respects the contribution of others and is usually polite to co-workers.	3
The student will work as a team member only if asked to do so. The contributions of others are taken for granted, and the student can be rude at times to co-workers.	2
The student actively discourages teamwork and refuses to participate. The student is often rude or impatient to co-workers.	1

Work Under Supervision

The student reacts positively to advice and criticism and is willing to follow directions.	4
The student accepts advice and criticism and shows willingness to follow directions.	3
The student grudgingly accepts advice and criticism and is hesitant to follow directions.	2
The student does not accept advice or criticism and is unwilling to follow directions.	1

Summary Result

Please add all the numbers you have circled above to get a total score for the student and this round of work experience. Report that number below.

Summary Score: _____/28 = _____%

Any additional comments: _____

Employer signature

Student signature

School supervisor signature