



STUDENT: \_\_\_\_\_ SCHOOL: \_\_\_\_\_ STUDENT #: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_ WORK DATES: \_\_\_\_\_

### **FUNDAMENTAL SKILLS**

#### **1. Communication**

- reads & understands information
- writes & speaks so others can understand
- listens & asks questions

#### **2. Information Management**

- locates, gathers & organizes information
- analyzes and applies knowledge & skills

#### **3. Use of Numbers**

- decides what needs to be measured/calculated
- observes & records data appropriately

#### **4. Critical Thinking & Problem-Solving**

- assesses situations & identifies problems
- evaluates & implements appropriate solutions
- acts on opportunities for improvement

### **PERSONAL MGMT. SKILLS**

#### **5. Attitudes & Behaviours**

- exhibits honesty & integrity
- recognizes good efforts of self & others
- shows interest, initiative & effort

#### **6. Responsibility**

- plans and manages time & resources
- assesses, weighs & manages risk
- is accountable for actions

#### **7. Adaptability**

- can work independently or as part of a team
- can carry out multiple tasks & projects
- learns from mistakes & accepts feedback

#### **8. Learning**

- willing to continuously learn & grow
- sets learning goals
- accesses opportunities for learning & growth

#### **9. Workplace Safety**

- is aware of, and acts in accordance with personal and group health & safety practices and procedures

### **TEAMWORK SKILLS**

#### **10. Work with Others**

- is flexible, respectful and open to ideas & opinions of others
- shares information & opinions openly
- manages & resolves conflict when appropriate

#### **11. Participation**

- carries out tasks from start to finish
- works to agreed quality standards & specifications
- uses appropriate tools & technology for tasks/projects

**Excellent    Good    Fair    Poor    N/A**

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Is/Was WCB in effect at your site?  YES  NO

**WorkSafe BC #:** \_\_\_\_\_

*(Applicable only to Paid Work Placements)*

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

Employer/Supervisor Signature

Date

Total Hours