



COMMUNITY CONNECTIONS

30 Hours of Work/Volunteer Experience

Student FULL LEGAL Name: _____ Student #: _____

PEN# _____ Grade: _____

Organization or Business Name: _____

Work Experience/Volunteer Sponsor: _____

Type of Work/Duties Performed: _____

Check **one or more** of the following:

Entrepreneur Activity Field Experience Job Shadow
 Present Part Time Job Mentoring Volunteer Position

Title of Position: _____

Was this a paid position? YES NO

Start Date: _____ Completion Date: _____

Total Hours: _____

SIGNATURES (After Completion of Hours)

Student: _____ Date: _____

PARENT: _____ Date: _____

Employer/Supervisor: _____ Date: _____

Career Facilitator: _____ Date: _____



Community Connections

Student 30 Hour Plan

**To be used if more than one
Work/Volunteer Experience**

Name: _____ Date: _____

Type of Work: _____ Hours: _____

Organization/Business name: _____

Name: _____ Date: _____

Type of Work: _____ Hours: _____

Organization/Business name: _____

Name: _____ Date: _____

Type of Work: _____ Hours: _____

Organization/Business name: _____

Name: _____ Date: _____

Type of Work: _____ Hours: _____

Organization/Business name: _____

Name: _____ Date: _____

Type of Work: _____ Hours: _____

Organization/Business name: _____

Name: _____ Date: _____

Type of Work: _____ Hours: _____

Organization/Business name: _____



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Student Evaluation Form (to be completed by employer or supervisor)

Name: _____

Place of Activity: _____

Employer / Work Experience Supervisor: _____

Address: _____

Phone: _____

Starting Date: _____ Completion Date: _____

Your response enables us to help the students gain maximum benefit from this experience. Please evaluate the student on each of the following questions and circle your results:

- | | | | |
|-------------------------------------|-------------|---------------------|-----------------------|
| 1. Personal Grooming and Appearance | Good | Satisfactory | Unsatisfactory |
| 2. Enthusiasm and Interest | Good | Satisfactory | Unsatisfactory |
| 3. Team Work Skills | Good | Satisfactory | Unsatisfactory |
| 4. Dependability / Reliable | Good | Satisfactory | Unsatisfactory |
| 5. Communication – oral | Good | Satisfactory | Unsatisfactory |

Comments

SIGNATURES ARE REQUIRED

Employer / Work Experience Supervisor: _____ Date: _____

Student: _____



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Work/Volunteer Experience Log

Name: _____ Student Number: _____

Teacher: _____

GOAL: To Participate in 30 or more hours of Work Experience
or Volunteer Experience

Use the Following Table to Track your Work Experience/Volunteer Hours

Date	Description of Work Experience/Volunteer	Hours	Supporting Documents	Verified By: Signature

Total Number of Hours



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Worksheet

Name: _____ Student Number: _____

1. Describe the *type of work* you performed in your Work Experience or Volunteer.

2. Describe the *tasks or duties* that were used or developed in your Work Experience or Volunteer Experience.

3. Using the Employability Skills 2000+ Resource identify the three categories of '*Employability Skills*' used or developed in your Work Experience or Volunteer.

4. Identify the *Fundamental Skills* used or developed in your Work Experience or Volunteer Experience use the Employability Skills 2000+ Resource.

5. Identify the *Personal Management Skills* used or developed in your Work Experience or Volunteer Experience use the Employability Skills 2000+ Resource.

6. Identify the *Teamwork Skills* used or developed in your Work Experience or Volunteer Experience use the Employability Skills 2000+ Resource.

Aspect marked by: _____



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Reflective Journal 30 Hour Work/Volunteer Experience

Using the following as headings, write a reflective journal of 1-2 pages (typed) on your volunteer experience or part-time employment position.

Reflective Thoughts

- The best part of my work/volunteer experience is/was ...
- I was surprised to discover that ...
- I was disappointed to find out ...
- Some thoughts I have on the type of personality and skills needed to work in this job ...

What I Learned on the Work-Site

- Give details of your responsibilities and tasks on the job
- Discuss the fundamental skills used or developed in your work/volunteer experience
- Identify the personal management skills used or developed in your work/volunteer experience (refer to the Employability Skills 2000+ handout)
- Identify the teamwork skills used or developed in your work/volunteer experience

What I Learned About Myself

- Explain what you learned about yourself, your interests and your potential through this experience, as it relates to this particular career area.

Career, Educational and Personal Goals

Reflect on the following statements in your journal.

- My current goals are ...
- The things I need to develop to pursue my goals are ...
- My plans relate to graduation and five years beyond in the following ways ...

Where Do I Go From Here?

Based on your work/volunteer experience, explain why you **would** or **would not** pursue a career in this field. Support your answer.

or

If your work/volunteer has convinced you that this particular career area is not suitable for you, explain in detail why it wasn't.

Employability Skills 2000+

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.

Fundamental Skills

The skills needed as a base for further development

You will be better prepared to progress in the world of work when you can:

Communicate

- read and understand information presented in a variety of forms (e.g., words, graphs, charts, diagrams)
- write and speak so others pay attention and understand
- listen and ask questions to understand and appreciate the points of view of others
- share information using a range of information and communications technologies (e.g., voice, e-mail, computers)
- use relevant scientific, technological and mathematical knowledge and skills to explain or clarify ideas

Manage Information

- locate, gather and organize information using appropriate technology and information systems
- access, analyze and apply knowledge and skills from various disciplines (e.g., the arts, languages, science, technology, mathematics, social sciences, and the humanities)

Use Numbers

- decide what needs to be measured or calculated
- observe and record data using appropriate methods, tools and technology
- make estimates and verify calculations

Think & Solve Problems

- assess situations and identify problems
- seek different points of view and evaluate them based on facts
- recognize the human, interpersonal, technical, scientific and mathematical dimensions of a problem
- identify the root cause of a problem
- be creative and innovative in exploring possible solutions
- readily use science, technology and mathematics as ways to think, gain and share knowledge, solve problems and make decisions
- evaluate solutions to make recommendations or decisions
- implement solutions
- check to see if a solution works, and act on opportunities for improvement

Personal Management Skills

The personal skills, attitudes and behaviours that drive one's potential for growth

You will be able to offer yourself greater possibilities for achievement when you can:

Demonstrate Positive Attitudes & Behaviours

- feel good about yourself and be confident
- deal with people, problems and situations with honesty, integrity and personal ethics
- recognize your own and other people's good efforts
- take care of your personal health
- show interest, initiative and effort

Be Responsible

- set goals and priorities balancing work and personal life
- plan and manage time, money and other resources to achieve goals
- assess, weigh and manage risk
- be accountable for your actions and the actions of your group
- be socially responsible and contribute to your community

Be Adaptable

- work independently or as a part of a team
- carry out multiple tasks or projects
- be innovative and resourceful: identify and suggest alternative ways to achieve goals and get the job done
- be open and respond constructively to change
- learn from your mistakes and accept feedback
- cope with uncertainty

Learn Continuously

- be willing to continuously learn and grow
- assess personal strengths and areas for development
- set your own learning goals
- identify and access learning sources and opportunities
- plan for and achieve your learning goals

Work Safely

- be aware of personal and group health and safety practices and procedures, and act in accordance with these

Teamwork Skills

The skills and attributes needed to contribute productively

You will be better prepared to add value to the outcomes of a task, project or team when you can:

Work with Others

- understand and work within the dynamics of a group
- ensure that a team's purpose and objectives are clear
- be flexible: respect, be open to and supportive of the thoughts, opinions and contributions of others in a group
- recognize and respect people's diversity, individual differences and perspectives
- accept and provide feedback in a constructive and considerate manner
- contribute to a team by sharing information and expertise
- lead or support when appropriate, motivating a group for high performance
- understand the role of conflict in a group to reach solutions
- manage and resolve conflict when appropriate

Participate in Projects & Tasks

- plan, design or carry out a project or task from start to finish with well-defined objectives and outcomes
- develop a plan, seek feedback, test, revise and implement
- work to agreed quality standards and specifications
- select and use appropriate tools and technology for a task or project
- adapt to changing requirements and information
- continuously monitor the success of a project or task and identify ways to improve



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