

# CAREER PROGRAMS

## WORK EXPERIENCE – STUDENT’S SELF EVALUATION

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

---

*Please use the following scale. Circle the number that best describes your workplace attitudes, abilities and performance during work experience.*

*(4: Exceeding; 3: Proficient; 2: Developing; 1: Beginning; N/A: not applicable):*

### **Communication**

1.	Listening skills (ability to listen and follow directions):	4	3	2	1	N/A
2.	Verbal communication skills (ability to communicate orally with others):	4	3	2	1	N/A
3.	Body language (ability to convey interest, attentiveness and respect):	4	3	2	1	N/A
4.	Questioning skills (ability to ask appropriate questions):	4	3	2	1	N/A
5.	Ability to communicate effectively via phone, text and/or email:	4	3	2	1	N/A

### **Personal Management:**

1.	Demonstration of a positive attitude, keen interest and enthusiasm (asks questions cheerful, friendly):	4	3	2	1	N/A
2.	Attendance (arranged appointments outside of “work”; contacted employer when ill):	4	3	2	1	N/A
3.	Punctuality (arrives early at the workplace):	4	3	2	1	N/A
4.	Grooming and dress (appropriate for the workplace):	4	3	2	1	N/A
5.	Takes initiative (taking notice of what tasks need to be done and completing them without being asked):	4	3	2	1	N/A

.../over

**Work Habits:**

1.	Willingness to learn and participate (demonstrated a positive attitude towards learning and an enthusiasm towards work):	4	3	2	1	N/A
2.	Responsible & reliable(demonstrates a serious attitude and completes tasks on time):	4	3	2	1	N/A
3.	Industrious (works hard on assigned tasks, shows energy and persistence to get the job done):	4	3	2	1	N/A
4.	Independence (works well with minimal supervision):	4	3	2	1	N/A
5.	Personal ethics and respect for others (is honest, sensitive, considerate, and inclusive; respects the confidential nature of the business conducted in the workplace):	4	3	2	1	N/A
6.	Teamwork (is cooperative, works well with others and shares the workload):	4	3	2	1	N/A
7.	Flexibility/adaptability (is willing to try a new approach and accept constructive criticism):	4	3	2	1	N/A
8.	Accuracy (is serious about ensuring that work is done correctly):	4	3	2	1	N/A

**Overall Work Performance:** 4 3 2 1

Do you think your employer’s feedback was fair and accurate? Explain.

Comment on differences between the employer’s feedback form and your self-evaluation?

---

---

---

---

---

---

---

---