



COMMUNITY CONNECTIONS CONFIRMATION

Sutherland Secondary School

1860 Sutherland Avenue

North Vancouver, BC V7L 4C2

Tel: 604-903-3500

TO BE FILLED OUT BY THE STUDENT:

STUDENT NAME: _____

GRADE: _____ **NUMBER OF COMPLETED HOURS:** _____

DATE(S)/MONTH HOURS COMPLETED: _____

NAME OF COMPANY/ ORGANIZATION: _____

ADDRESS: _____

SPECIFIC JOB OR DUTY PERFORMED:

COPY/PROOF: DOCUMENTATION OF WORK/ VOLUNTEER/ COMMUNITY EXPERIENCE OR SERVICE

(ATTACH TO THIS DOCUMENT):

___ LETTER ___ PAY SLIP ___ LOG SHEET ___ THANK YOU CARD ___ PHOTO ___ CERTIFICATE ___

OTHER _____

SUPERVISING ADULT INFORMATION:

NAME OF SUPERVISING ADULT: _____

EMAIL: _____

CONTACT PHONE NUMBER: _____



STUDENT SELF EVALUATION OF EMPLOYABILITY SKILLS

- 4 – Excellent (exceeds expectations)
 3 – Good (consistently meets expectations)
 2 – Satisfactory (meets minimum expectations)
 1 – Needs improvement (does not meet expectations)

Student's name: _____

FUNDAMENTAL SKILLS

1. *Communicate*

- | | | | | | |
|---------------------------|---|---|---|---|-----------|
| a) Read & understand | 4 | 3 | 2 | 1 | N/A _____ |
| b) Write & speak | 4 | 3 | 2 | 1 | N/A _____ |
| c) Listen & ask questions | 4 | 3 | 2 | 1 | N/A _____ |
| d) Use info technology | 4 | 3 | 2 | 1 | N/A _____ |

2. *Manage Information*

- | | | | | | |
|------------------------------|---|---|---|---|-----------|
| a) Gather & organize info | 4 | 3 | 2 | 1 | N/A _____ |
| b) Analyze & apply knowledge | 4 | 3 | 2 | 1 | N/A _____ |

3. *Numeracy*

- | | | | | | |
|----------------------------------|---|---|---|---|-----------|
| a) Extract & record numeric data | 4 | 3 | 2 | 1 | N/A _____ |
| b) Perform calculations | 4 | 3 | 2 | 1 | N/A _____ |

4. *Think & Solve Problems*

- | | | | | | |
|--|---|---|---|---|-----------|
| a) Recognize problems that occur | 4 | 3 | 2 | 1 | N/A _____ |
| b) Identify & apply solutions | 4 | 3 | 2 | 1 | N/A _____ |
| c) Evaluate effectiveness of decisions | 4 | 3 | 2 | 1 | N/A _____ |

PERSONAL MANAGEMENT SKILLS

5. *Positive Attitudes & Behaviours*

- | | | | | | |
|----------------------------------|---|---|---|---|-----------|
| a) Self-esteem & confidence | 4 | 3 | 2 | 1 | N/A _____ |
| b) Honesty, integrity & ethics | 4 | 3 | 2 | 1 | N/A _____ |
| c) Appropriate grooming & attire | 4 | 3 | 2 | 1 | N/A _____ |
| d) Independent & resourceful | 4 | 3 | 2 | 1 | N/A _____ |

6. *Responsibility*

- | | | | | | |
|---------------------------------|---|---|---|---|-----------|
| a) Balance work & personal life | 4 | 3 | 2 | 1 | N/A _____ |
| b) Punctuality & attendance | 4 | 3 | 2 | 1 | N/A _____ |
| c) Accountable & reliable | 4 | 3 | 2 | 1 | N/A _____ |

7. *Adaptability*

- | | | | | | |
|-----------------------------|---|---|---|---|-----------|
| a) Adjust readily to change | 4 | 3 | 2 | 1 | N/A _____ |
| b) Ability to multitask | 4 | 3 | 2 | 1 | N/A _____ |

8. *Learn Continuously*

- | | | | | | |
|-----------------------------|---|---|---|---|-----------|
| a) Set learning goals | 4 | 3 | 2 | 1 | N/A _____ |
| b) Keen to learn new things | 4 | 3 | 2 | 1 | N/A _____ |

9. *Work Safely*

- | | | | | | |
|-------------------------------|---|---|---|---|-----------|
| a) Follow safe work practices | 4 | 3 | 2 | 1 | N/A _____ |
|-------------------------------|---|---|---|---|-----------|

TEAMWORK SKILLS

10. *Work with Others*

- | | | | | | |
|-----------------------------------|---|---|---|---|-----------|
| a) Respect individual differences | 4 | 3 | 2 | 1 | N/A _____ |
| b) Accept constructive feedback | 4 | 3 | 2 | 1 | N/A _____ |
| c) Skill to be a team member | 4 | 3 | 2 | 1 | N/A _____ |

11. *Participate in Projects & Tasks*

- | | | | | | |
|-------------------------------------|---|---|---|---|-----------|
| a) Use of appropriate tools & tech. | 4 | 3 | 2 | 1 | N/A _____ |
| b) Operation of equipment | 4 | 3 | 2 | 1 | N/A _____ |
| c) Treat equipment with care | 4 | 3 | 2 | 1 | N/A _____ |

COMMUNITY CONNECTIONS REFLECTION

TO BE FILLED OUT BY THE STUDENT

STUDENT NAME: _____ GRADE: _____

1. Why did you participate in this activity?

2. Describe any teamwork skills used in your work/volunteer experience.

3. Describe the fundamental skills used in your work/volunteer experience.

4. Describe the personal management skills used in your work/volunteer experience.

5. How does this work or volunteer experience benefit the community?

6. How does this work or volunteer experience benefit you?

***STUDENT:**

ONCE YOU COMPLETE PAGES 1-3, GIVE THIS 6-PAGE PACKAGE TO YOUR SUPERVISOR. THEY WILL RETURN IT TO YOU SO YOU CAN SUBMIT IT AS PART OF YOUR COURSE &/OR GRAD REQUIREMENTS.



EMPLOYER / SUPERVISOR EVALUATION OF EMPLOYABILITY SKILLS

STUDENT'S NAME: _____

NUMBER OF COMPLETED HOURS: _____

DATE(S)/MONTH HOURS COMPLETED: _____

NAME OF COMPANY/ ORGANIZATION: _____

ADDRESS: _____

SPECIFIC JOB OR DUTY PERFORMED:

SUPERVISOR'S NAME: _____

EMAIL: _____

CONTACT PHONE NUMBER _____

SIGNATURE: _____ DATE: _____



EMPLOYER EVALUATION OF EMPLOYABILITY SKILLS

- 4 – Excellent (exceeds expectations)
 3 – Good (consistently meets expectations)
 2 – Satisfactory (meets minimum expectations)
 1 – Needs improvement (does not meet expectations)

Student's name: _____

FUNDAMENTAL SKILLS

1. *Communicate*

a) Read & understand	4	3	2	1	N/A _____
b) Write & speak	4	3	2	1	N/A _____
c) Listen & ask questions	4	3	2	1	N/A _____
d) Use info technology	4	3	2	1	N/A _____

2. *Manage Information*

a) Gather & organize info	4	3	2	1	N/A _____
b) Analyze & apply knowledge	4	3	2	1	N/A _____

3. *Numeracy*

a) Extract & record numeric data	4	3	2	1	N/A _____
b) Perform calculations	4	3	2	1	N/A _____

4. *Think & Solve Problems*

a) Recognize problems that occur	4	3	2	1	N/A _____
b) Identify & apply solutions	4	3	2	1	N/A _____
c) Evaluate effectiveness of decisions	4	3	2	1	N/A _____

PERSONAL MANAGEMENT SKILLS

5. *Positive Attitudes & Behaviours*

a) Self-esteem & confidence	4	3	2	1	N/A _____
b) Honesty, integrity & ethics	4	3	2	1	N/A _____
c) Appropriate grooming & attire	4	3	2	1	N/A _____
d) Independent & resourceful	4	3	2	1	N/A _____

6. *Responsibility*

a) Balance work & personal life	4	3	2	1	N/A _____
b) Punctuality & attendance	4	3	2	1	N/A _____
c) Accountable & reliable	4	3	2	1	N/A _____

7. *Adaptability*

a) Adjust readily to change	4	3	2	1	N/A _____
b) Ability to multitask	4	3	2	1	N/A _____

8. *Learn Continuously*

a) Set learning goals	4	3	2	1	N/A _____
b) Keen to learn new things	4	3	2	1	N/A _____

9. *Work Safely*

a) Follow safe work practices	4	3	2	1	N/A _____
-------------------------------	---	---	---	---	-----------

TEAMWORK SKILLS

10. *Work with Others*

a) Respect individual differences	4	3	2	1	N/A _____
b) Accept constructive feedback	4	3	2	1	N/A _____
c) Skill to be a team member	4	3	2	1	N/A _____

11. *Participate in Projects & Tasks*

a) Use of appropriate tools & tech.	4	3	2	1	N/A _____
b) Operation of equipment	4	3	2	1	N/A _____
c) Treat equipment with care	4	3	2	1	N/A _____

