



CAREER-LIFE EXPLORATION CONFIRMATION

Windsor Secondary School

931 Broadview Drive

North Vancouver B.C. V7H 2E9

Tel: (604) 903-3700 Fax: (604) 903-3701

Student name: _____ **Grade:** _____

Number of hours completed: _____

Date(s) completed (month/year):

Name of Company/ Organization: _____

Name of Supervising adult: _____

Address: _____

Phone number: _____

Supervisors email: _____

What was your job title? Provide a brief job description.

Provide evidence of work/volunteer experience (attach to this document or submit with the document):

___ Letter ___ Pay slip ___ Log sheet ___ Thank you card
___ Photo ___ Certificate ___ other _____

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)

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	_____

CAREER LIFE EXPLORATION REFLECTION

Experiential learning is a process of engaging in and reflecting on direct experiences beyond traditional classroom settings. Career-life exploration refers to substantive experiential learning (30 hours or more) that is intended to expand and/or deepen student exposure to career-life possibilities. Through this CLC learning standard expectation, students can further refine their career-life goals and transferrable skills. Based on student needs and interests, career-life exploration can include service learning, volunteerism, employment, fieldwork, entrepreneurship, and projects focused on an area of deep interest.

Respond to the following in complete sentences with detail.

1. Describe the type of work done and your tasks/duties.
2. Identify any tools and/or equipment used in performing your duties/tasks.
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 experience affect any future career choices you might have?

Do not forget to attach evidence of your experience!