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| Dates of Placement—Evaluation Time Frame:  from:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_\_\_  Community site:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Supervisor:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Type of Placement:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Please evaluate this student in the sections that are applicable to this type of placement and discuss this evaluation with the student. |

Please indicate your level of satisfaction with the student’s participation in the career and community placement experience by placing an (X) in the appropriate box.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 5 | 4 | 3 | 2 | 1 | n/a |
| Evaluation Criteria Personal Management Skills | Strongly Agree | Agree | Okay | Disagree | Strongly  Disagree |  |
| The student interacts well with others. |  |  |  |  |  |  |
| The student demonstrates reliable behaviour patterns in attendance and punctuality. |  |  |  |  |  |  |
| The student demonstrates a positive attitude toward the job and the organization. |  |  |  |  |  |  |
| The student is able to determine when to ask for help and when to complete the task independently. |  |  |  |  |  |  |
| The student is able to learn new skills. |  |  |  |  |  |  |
| The student’s appearance, personal neatness, and grooming are appropriate. |  |  |  |  |  |  |
| The student has demonstrated the ability to orally give and exchange thoughts and information about the on-site experiences. |  |  |  |  |  |  |
| The student has demonstrated the ability to listen and clarify thoughts and information sent out by others. |  |  |  |  |  |  |

Please indicate your level of satisfaction with the student’s participation in the career and community experience by placing an (x) in the appropriate box.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 5 | 4 | 3 | 2 | 1 | n/a |
| Evaluation Criteria Employability Skills | Strongly  Agree | Agree | Okay | Disagree | Strongly  Disagree |  |
| The student is respectful of others. |  |  |  |  |  |  |
| The student has demonstrated honesty and integrity at the community location. |  |  |  |  |  |  |
| The student accepts constructive criticism. |  |  |  |  |  |  |
| The student demonstrates the ability to adapt to new tasks/situations. |  |  |  |  |  |  |
| The student shows initiative (is a self-starter) while learning and working on tasks. |  |  |  |  |  |  |
| The student stays on task and completes assignments in a responsible way. |  |  |  |  |  |  |
| The student demonstrates the ability to make difficult decisions in a timely manner. |  |  |  |  |  |  |
| The student is able to function effectively under pressure and maintain self-control in the face of hostility or provocation. |  |  |  |  |  |  |
| The student understands and follows safety procedures. |  |  |  |  |  |  |
| The student has gained considerable knowledge and technical expertise. |  |  |  |  |  |  |

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| Strengths/Abilities: | Areas Requiring Improvement: |

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| Comments: |

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| --- | --- | --- | --- | --- | --- | --- |
|  | 5 | 4 | 3 | 2 | 1 | n/a |
| Evaluation Criteria  **Other Essential Skills** | Strongly Agree | Agree | Okay | Disagree | Strongly Disagree |  |
| The student reads and uses information from textual and digital sources. |  |  |  |  |  |  |
| The student reads and uses a variety of information displays (e.g., graphs, tables, schematics). |  |  |  |  |  |  |
| The student demonstrates responsible use of technology and digital media. |  |  |  |  |  |  |
| The student is able to read numbers and think in terms of quantities. |  |  |  |  |  |  |
| The student is able to use a computer and standard software packages (e.g., word processing, email, spreadsheets). |  |  |  |  |  |  |
| The student is able to think analytically, conceptually, and strategically. |  |  |  |  |  |  |
| The student demonstrates problem-solving skills. |  |  |  |  |  |  |
| The student demonstrates decision-making ability. |  |  |  |  |  |  |
| The student is able to gather and disseminate diagnostic information. |  |  |  |  |  |  |
| The student is able to plan, organize, and effectively implement tasks and projects. |  |  |  |  |  |  |
| The student is willing and able to learn independently. |  |  |  |  |  |  |
| The student is able to express ideas clearly and persuade intended audiences using the written word. |  |  |  |  |  |  |
| The student is aware of and sensitive to cultural differences. |  |  |  |  |  |  |

Note: Also use Career and Community Experience Evaluation Form—Specific Skills when students participate in longer term placements.

This evaluation has been discussed with the student participating in the program. Yes/No

**Community Supervisor** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature) (date)

**Teacher/Monitor** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature) (date)

**Student** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature) (date)

**Parent/Guardian** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature) (date)

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| Community Supervisor Comments: |
| Teacher/Monitor Comments: |
| Student Comments: |