

# STUDENT SELF-EVALUATION OF VOLUNTEER/WORK EXPERIENCE



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

**Program:**     *Graduation Transition Plan*

**Placement:** \_\_\_\_\_

**Job Description:** \_\_\_\_\_

\_\_\_\_\_

**Dates of Employment**

From: \_\_\_\_\_

To: \_\_\_\_\_

Total Hours: \_\_\_\_\_

*Please rate yourself by circling the number which best describes your performance for each of the criteria.*

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4 Outstanding	3 Good
2 Fair	1 Needs improvement
N/A (not applicable)	

## GENERAL WORK SKILLS YOU HAVE DEVELOPED

### **Personal and Social Aptitudes**

Acceptance of constructive criticism	4	3	2	1	NA
Appearance	4	3	2	1	NA
Punctuality	4	3	2	1	NA
Attendance	4	3	2	1	NA
Courtesy (with public & workers)	4	3	2	1	NA
Dependability and responsibility	4	3	2	1	NA

### **Work Qualities and Habits**

Effort (initiative, eagerness, effectiveness)	4	3	2	1	NA
Dexterity (speed, accuracy, organization)	4	3	2	1	NA
Follow through (completing tasks, projects)	4	3	2	1	NA

### **Communication Skills**

Verbal (speaking clearly)	4	3	2	1	NA
Listening (able to follow directions)	4	3	2	1	NA
Questioning (asking appropriate questions)	4	3	2	1	NA
Non-verbal (eye contact, body language)	4	3	2	1	NA
Written (writing clearly, concisely, & legibly)	4	3	2	1	NA

### **Specific Work Skills Learned During Volunteer/Work Placement**

**What have you learned from this experience that you can or will apply in the future?**

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_