

Student Self Reflection & Evaluation Assignment #4



STUDENT NAME: _____

/25 Marks

MY EMPLOYERS NAME: _____

* How do you see yourself?

*Do you see the same person your boss does?

Read carefully: The purpose of this evaluation is to allow you, the student, to evaluate yourself in the aspects of the job that you are being successful at; as well as those which require improvement. Be honest. This evaluation is between yourself, and your teacher monitor.

No marks will be allotted to how you rate yourself specifically, rather as a project out of 25 marks.

Evaluation criteria: evidence that you presented an honest, thoughtful evaluation of yourself in an effort to improve your employability attributes/skills.

Use the following scale and place a number in the space provided.

Excellent (10)	Good (8)	Need Improvement (5-6)
Very Good (9)	Satisfactory (7)	Unacceptable (1-4)

- _____ 1. I am **punctual**.
- _____ 2. My **attendance** at the workplace has been ...
- _____ 3. I hand in my assignments (e.g. Safety Assignment) and Log Sheets in on time.
- _____ 4. I attend all of the **mandatory Wednesday meetings** and arrive on time.
- _____ 5. I have informed my employer + teacher of lateness and/ or absences in all cases.
- _____ 6. I am appropriately dressed and groomed on the job.
- _____ 7. I exhibit professional etiquette at my workplace i.e. conduct, language, attitude...
- _____ 8. I listen carefully when receiving instructions.
- _____ 9. My ability to follow instructions is . . .
- _____ 10. Team work: I get along well with my co-workers, supervisors (even those I dislike)
- _____ 11. I show a keen interest in my work, and express a desire to learn more.
- _____ 12. I take pride in my work and always strive for the best.
- _____ 13. My ability to work without supervision is... (i.e. you are confident and do not slack off)
- _____ 14. I ask questions when I do not understand.

SEE OVER TO COMPLETE



Student Self Reflection & Evaluation continued

My strengths are: _____

I need to work on: _____

For the next month I will correct my following weakness:(select an item you rated yourself low on.) _____

The best thing about my work place is _____

The thing I dislike most about my work place is _____

My supervisor is _____

Other comments regarding my placement and/or the co-op program in general
