

Work or Volunteer Experience Activity Log

Name: _____ Student Number: _____

Goal: Complete 30 hours of work or volunteer experience during grades 10,11 or 12.

Date(s)	Description & Location of Activity	Hours	Supporting Documents (pay stub, letter)	Verification (Initials)

**Total
Hours** _____

Parent or Supervisor: _____ (Please print name)

Parent or Supervisor: _____ (Signature)

WORK OR VOLUNTEER EXPERIENCE REFLECTIONS

Name: _____ Student #: _____

Employer/Volunteer Organization: _____

Take some time to reflect on the impressions and feelings you had on your work or volunteer experience – consider the people you met, the tasks you performed, and your working conditions

Rate your Performance 1 to 4 (1 being weak / 4 being strong)

1. Fundamental Skills

Rate yourself on each of these skills and **give at least one example** of how you demonstrated them while on your work or volunteer experience.

Communication – Rating 1 2 3 4

Example: _____

Information Management – Rating 1 2 3 4

Example: _____

Numeracy – Rating 1 2 3 4

Example: (using math, measuring things, working with money etc...)

Ability to Think and Solve Problems – Rating 1 2 3 4

Example: _____

2. Personal Management Skills

Punctuality – Rating 1 2 3 4

Example: _____

Responsibility - Rating 1 2 3 4

Example: _____

Adaptability – Rating 1 2 3 4

Example: _____

Grooming and Attire – Rating 1 2 3 4

Example: _____

Continuous Learning – Rating 1 2 3 4

Example: _____

Work Safety – Rating 1 2 3 4

Example: _____

3. Teamwork Skills

Respect - Rating 1 2 3 4

Example: _____

Cooperation - Rating 1 2 3 4

Example: _____

4. Summary:

A. What did you gain from this work or volunteer experience?

B. How did the community benefit from your work or volunteer experience?

C. How has your work or volunteer experience influenced your long-term career choice?

Overall rating of your work or volunteer experience

1
POOR

2

3

4

5
EXCELLENT