



## Work Experience Evaluation Form

### Program: PBLMT

The following section includes work experience evaluation forms.

The student or the Work Experience placement coordination should provide these to the Work Experience host prior to or on the first day of the work experience.

**The Host Supervisor completes and returns directly to the Work Experience Placement Coordinator.**

**Host Supervisor Evaluation of the Student:** Includes a general evaluation of work related skills and abilities and an evaluation of agreed upon tasks specific to the work of related training and this work experience placement.

*The Work Experience Coordinator will contact the Host Supervisor during the work experience placement to check on student progress.*

#### Work Experience Joint Evaluation

**SELC College, 1155 west Pender St. Vancouver BC**

College Name and Location

Placement Coordinator Name

Host Organization

Host Supervisor

Student Name

Student Number

**PBLMT**

Program Name

**240**

**6**

Work experience duration in hours

in weeks

Work Experience Start Date

Work Experience End Date



## Work Experience Evaluation Form

### Part 1: General Evaluation

Host Supervisor to use **Part 1** throughout the placement to document their assessment of the student trainee and to help identify areas of concern or excellence. Part 1 is returned to the Work Experience Coordinator with **Part 2**, the Placement Specific assessment.

Code		
A =	Excellent (10 pts)	Surpasses host organization's expectations
B =	Very good (8.5 pts)	Meets host organization's expectations
C =	Good (7 pts)	Meets host organization's expectations but requires improvement in some areas
D =	Fair (6 pts)	Requires improvement in several areas
E =	Unsatisfactory (5 pts)	Does not meet host organization's expectations

Factor	Definition	Evaluation					
<b>ATTITUDES</b>							
		A	B	C	D	E	NA
Motivation	Interest and enthusiasm for the work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Autonomy	Works with a minimum of supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to cooperate	Works well with others and as part of a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sense of responsibility and accountability	Defends their work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General appearance	Presentation and dress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	Arrives on time and is punctual for meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude toward criticism	Responds appropriately to the constructive feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	Show initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Factor	Definition	Evaluation					
<b>SKILLS</b>							
		A	B	C	D	E	NA
Acquiring new knowledge	Acquires new knowledge and applies to practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of work	Meticulousness, accurate, self correcting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timeliness	Respects deadlines while completing tasks and following directions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment	Evaluates situations and makes appropriate decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	Applies unique solutions to work related problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interaction	Is considerate, courteous, and respectful toward peers and clients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal Communication	Communicates ideas clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	Expresses ideas clearly, logically, and accurately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization	Organizes tasks logically, sets priorities, and achieves them	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>KNOWLEDGE</b>		A	B	C	D	E	NA
Technical knowledge	Demonstrates appropriate knowledge of techniques and technologies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem Solving	When given a task is able to find an appropriate solution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Terminology	Sufficient depth of industry specific vocabulary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collaboration	Ability to work as a member of a team demonstrating interpersonal effectiveness and respect for organization and others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Needs assessments	Able to participate in the determination of childcare needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Action Planning	Able to suggest appropriate strategies, programs, or interventions and participate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## Work Experience Evaluation Form

	in carrying them out within their scope of practice						
Community awareness	Awareness of the relevant community resources network	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Helping skills	Demonstrates effective caring skills and sensitivity to children's special needs, social and or behavioural issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrative / Organization	Demonstrates ability to gather and organize information effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Maintain reports, records, and correspondence effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ability to separate fact from personal opinion (objectivity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confidentiality	Demonstrates the utmost respect for the confidential nature of interventions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mastery of standards	Ability to respect the host organization's standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

---



---



---



---



---



---



---



---



---



---



## Work Experience Evaluation Form

### Part 2: Placement specific evaluation.

Please evaluate the student's performance of tasks agreed to in the Work Experience Training Plan using the statements below, by circling the appropriate number:

- |  |                     |
|--|---------------------|
| 1 Surpasses Expectations (Excellent/Outstanding) | 3 Needs Improvement |
| 2 Meets expectations                             | 4 Not observed      |

Task 1:		1	2	3	4
Task 2:		1	2	3	4
Task 3:		1	2	3	4
Task 4:		1	2	3	4
Task 5:		1	2	3	4
Task 6:		1	2	3	4
Task 7:		1	2	3	4
Task 8:		1	2	3	4
Task 9:		1	2	3	4
Task 10:		1	2	3	4
Task 11:		1	2	3	4
Task 12:		1	2	3	4
Task 13:		1	2	3	4
Attendance:		1	2	3	4
Willingness to take on other tasks:		1	2	3	4

Comments:

---

---

---

---

---



## Work Experience Evaluation Form

---

---

---

---

---

Signature of Institution Representative

---

Date Signed

---

Signature of Work Experience Host

---

Date Signed