



To be filled in by the employer or volunteer supervisor:

SUPERVISOR NAME	SUPERVISOR CONTACT INFO	NUMBER OF HOURS WORKED OR VOLUNTEERED
COMMENTS ON THE STUDENT		
SUPERVISOR SIGNATURE		

To be filled in by the student:

STUDENT NAME
POSITION OR TASKS COMPLETED
PLEASE DESCRIBE YOUR DUTIES HERE



Please check the fundamental employability skills you have used and/or developed in this position.
You will not check every box.

COMMUNICATE

- read and understand information presented in a variety of forms (e.g., words, graphs, charts, diagrams)
- write and speak so others pay attention and understand
- listen and ask questions to understand and appreciate the points of view of others share information using a range of information and communications technologies (e.g., voice, e-mail, computers)
- use relevant scientific, technological, and mathematical knowledge and skills to explain or clarify ideas

MANAGE INFORMATION

- locate, gather, and organize information using appropriate technology and information systems
- access, analyze, and apply knowledge and skills from various disciplines (e.g., the arts, languages, science, technology, mathematics, social sciences, and the humanities)

USE NUMBERS

- decide what needs to be measured or calculated
- observe and record data using appropriate methods, tools, and technology
- make estimates and verify calculations

THINK AND SOLVE PROBLEMS

- assess situations and identify problems
- seek different points of view and evaluate them based on facts
- recognize the human, interpersonal, technical, scientific, and mathematical dimensions of a problem
- identify the root cause of a problem
- be creative and innovative in exploring possible solutions
- readily use science, technology, and mathematics as ways to think, gain, and share knowledge, solve problems, and make decisions
- evaluate solutions to make recommendations or decisions implement solutions
- check to see if a solution works, and act on opportunities for improvement

DEMONSTRATE POSITIVE ATTITUDES AND BEHAVIOURS

- feel good about yourself and be confident
- deal with people, problems, and situations with honesty, integrity, and personal ethics
- recognize your own and other people's good efforts
- take care of your personal health
- show interest, initiative, and effort



BE RESPONSIBLE

- set goals and priorities balancing work and personal life
- plan and manage time, money, and other resources to achieve goals assess, weigh, and manage risk
- be accountable for your actions and the actions of your group
- be socially responsible and contribute to your community

BE ADAPTABLE

- work independently or as part of a team
- carry out multiple tasks or projects
- be innovative and resourceful: identify and suggest alternative ways to achieve goals and get the job done
- be open and respond constructively to change learn from your mistakes and accept feedback cope with uncertainty

LEARN CONTINUOUSLY

- be willing to continuously learn and grow
- assess personal strengths and areas for development set your own learning goals
- identify and access learning sources and opportunities plan for and achieve your learning goals

WORK SAFELY

- be aware of personal and group health and safety practices and procedures, and act in accordance with them

This checklist is taken from the Employability Skills 2000+ as published by the Conference Board of Canada and can be accessed at <http://www.conferenceboard.ca/topics/education/learning-tools/employability-skills.aspx>

HOW HAS THIS EXPERIENCE ENRICHED YOU AND THE COMMUNITY?

STUDENT SIGNATURE