

## WORK STUDY CHECK-IN #3: FINAL EVALUATION

Student Name, Position Title:			
Faculty and Year:		Student Email:	@uwo.ca
Supervisor Name:		Date:	

Please use the following form to provide the student with feedback on their performance during their Work Study experience. The student will complete Check-In #3: Final Self-Assessment and submit to you. Consider reviewing their self-assessment prior to completing this evaluation form.

Please provide the student with a copy of their final evaluation, and should time permit, schedule a final meeting with the student to discuss the evaluation in person.

## FINAL EVALUATION

During Check-In #2 (Mid-Point Reflection), the student completed an activity in which they assessed their performance within a variety of employability skill areas. Using the scale below, please rate the student's performance with respect to each skill area.

Note: For each skill, examples are provided in brackets. The examples are not all encompassing, nor does the student need to demonstrate all; please only use as a reference.

**N/A – Not Applicable:** Workplace environment is not conducive to development of this skill area

**1 – Major Improvement Needed:** Work rarely or does not meet expectations in all areas

**2 – Some Improvement Needed:** Work does not always meet expectations in some areas

**3 – Meets Expectations:** Work meets expectations on a consistent basis in all areas

**4 – Often Exceeds Expectations:** Work is completed and often exceeds expectations in most areas

**5 – Consistently Exceeds Expectations:** Work is completed to a high degree of quality beyond the level of expectation in all areas

Skill Area	Rating
<b>Communication</b> (e.g. reads and understands information presented in a variety of forms; written and verbal communications are understood by colleagues/clients; listens and asks questions to understand and appreciate the views of others; shares information using a range of information and communication technologies; uses relevant scientific, technological, and mathematical knowledge and skills to explain or clarify ideas)	
<b>Information Management</b> (e.g. locates, gathers, and organizes information using appropriate technology and information systems; accesses, analyzes, and applies knowledge and skills from various disciplines)	
<b>Use Numbers</b> (e.g. decides what needs to be measured or calculated; observes and records data using appropriate methods, tools, and technology; makes estimates and verifies calculations)	

<p><b>Think and Solves Problems</b>  (e.g. assesses situations and identifies problems; seeks different points of view and evaluates them based on facts; recognizes the human, interpersonal, technical, scientific, and mathematical dimensions of a problem; identifies the root cause of a problem; is creative and innovative in exploring possible solutions; readily uses science, technology, and mathematics as ways to think, gain, and share knowledge, solve problems, and make decisions; evaluates solutions to make recommendations or decisions; implements solutions; checks to see if a solution works, and acts on opportunities for improvement)</p>	
<p><b>Demonstrate Positive Attitudes and Behaviours</b>  (e.g. feels good about themselves and demonstrates confidence; deals with people, problems, and situations with honesty, integrity, and personal ethics; recognizes their own and other people's good efforts; takes care of their personal health; shows interest, initiative, and effort)</p>	
<p><b>Personal Responsibility</b>  (e.g. sets goals and priorities, balancing work and personal life; plans and manages time, money, and other resources to achieve goals; assesses, weighs, and manages risk; demonstrates accountability for their actions and the actions of their group; is socially responsible and contributes to their community)</p>	
<p><b>Adaptability</b>  (e.g. works independently or as part of a team; carries out multiple tasks or projects; displays innovation and resourcefulness; is open and responds constructively to change; learns from mistakes and accepts feedback; copes with uncertainty)</p>	
<p><b>Continuous Learning</b>  (e.g. displays genuine willingness to continuously learn and grow; assesses personal strengths and areas for development; sets their own learning goals; identifies and accesses learning sources and opportunities; plans for and achieves their learning goals)</p>	
<p><b>Work Safely</b>  (e.g. displays awareness of personal and group health and safety practices and procedures, and acts in accordance with them)</p>	
<p><b>Work With Others</b>  (e.g. understands and works within the dynamics of a group; ensures that a team's purpose and objectives are clear; displays flexibility; respect, and be open to and supportive of, the thoughts, opinions, and contributions of others in a group; recognizes and respects people's diversity, individual differences, and perspectives; accepts and provides feedback in a constructive and considerate manner; contributes to a team by sharing information and expertise; leads or supports when appropriate; motivates the group for high performance; understands the role of conflict in a group to reach solutions; manages and resolves conflict where appropriate)</p>	
<p><b>Participate in Projects and Tasks</b>  (e.g. plans, designs, or carries out projects or tasks from start to finish with well-defined objectives and outcomes; develops a plan, seeks feedback, tests, revises, and implements; works to agreed-upon quality standards and specifications; selects and uses appropriate tools and technology for a task or project; adapts to changing requirements and information; continuously monitors the success of a project or task and identifies ways to improve)</p>	
<p><b>Additional Comments/Feedback:</b></p>	

By signing below, you agree that the above responses may be collected and combined with others to inform future program design and delivery. Identifying information, such as your name and email address, will remain confidential and will not be shared outside of the Work Study Enhancement Pilot Project.

**Supervisor's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Please click in the signature box. This will prompt you to sign with a digital ID, or configure a new digital ID.***