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**Student Log Sheet**

**The Interview**

Name:

Due: Hours Worked:

1. List 4 of the questions your employer asked you during your interview.
2. How did you answer these questions? How could you improve your answers? Did your answers display your enthusiasm, positive attitude, and reliability?

Question 1:

My Answer

and

Reflection:

Question 2:

My Answer

and

Reflection:

Question 3:

My Answer

and

Reflection:

Question 4:

My Answer

and

Reflection:

****

**Student Log Sheet**

**Demonstrating Initiative**

Name:

Due: Hours Worked:

Employer’s comment:

“Experience overall has been positive. But it must be realized that the students may not get the full supervision they require or deserves when things get too busy, so they must show some initiative on their own. Ex: pick up a broom, clean a window, take out trash.”

1. How are you demonstrating initiative at your work placement?

1. How will you continue to prove that you are an employee with initiative?

1. Why do employers value initiative?

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**Student Log Sheet**

**Career Awareness**

Name:

Due: Hours Worked:

1. List some of the occupations that presently appeal to you.

1. List 5 reasons why these occupations appeal to you (hours, environment, independence, location, challenging, financial, etc).

1. Why might you like or dislike having a future job at your present work placement?

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**Student Log Sheet**

**Work Experiences**

Name:

Due: Hours Worked:

1. Describe the specific duties and tasks you have experienced to date at your placement.

1. What experiences have you valued the most?

1. What are you learning about the work world?

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**Student Log Sheet**

**Transferable Skills**

Name:

Due: Hours Worked:

# Transferable Skills are skills we develop and learn to use someplace else. These skills can come from many places including our studies, jobs and volunteer work.

# Check all of the transferrable skills listed below that apply to you.

# Key Transferable Skills

# \_\_ Meeting deadlines \_\_ Planning \_\_ Speaking in public \_\_ Controlling budgets \_\_ Supervising others \_\_ Increasing efficiency \_\_ Accepting responsibility \_\_ Instructing others \_\_ Solving problems \_\_ Managing money or budgets \_\_ Managing people \_\_ Meeting the public \_\_ Negotiating \_\_ Organizing or managing projects \_\_ Written communications

# Other Transferable Skills

# \_\_ Assemble or make things \_\_ Build, observe, inspect things \_\_ Construct or repair buildings \_\_ Use complex machinery \_\_ Operate tools and machinery \_\_ Drive or operate vehicles \_\_ Repair things \_\_ Good with my hands

# Using Words, Ideas

# \_\_ Articulate \_\_ Inventive \_\_ Communicate verbally \_\_ Logical \_\_ Correspond with others \_\_ Remember information \_\_ Research \_\_ Create new ideas \_\_ Design \_\_ Speak in public \_\_ Edit \_\_ Write clearly

# Leadership

# \_\_ Self-motivated \_\_ Motivate others \_\_ Solve problems/mediation \_\_ Negotiate agreements \_\_ Decisive \_\_ Plan \_\_ Delegate \_\_ Run meetings \_\_ Direct others \_\_ Self-controlled \_\_ Explain things to others \_\_ Get results \_\_ Solve problems \_\_ Mediate others \_\_ Take risks

**Dealing with Data**

\_\_ Analyze data or facts  
\_\_ Keep financial records  
\_\_ Budget  
\_\_ Locate answers or information  
\_\_ Calculate, compute  
\_\_ Manage money  
\_\_ Classify data  
\_\_ Negotiate  
\_\_ Compare, inspect, or record facts  
\_\_ Count, observe, compile  
\_\_ Research  
\_\_ Detail-oriented  
\_\_ Synthesize  
\_\_ Evaluate  
\_\_ Take inventory

# Creative, Artistic

# \_\_ Artistic \_\_ Dance, body movement \_\_ Perform, act \_\_ Drawing, art \_\_ Play instruments \_\_ Expressive \_\_ Present artistic ideas

# Working with People

# \_\_ Administer \_\_ Patient \_\_ Persuade \_\_ Confront others \_\_ Teach \_\_ Interview others \_\_ Tolerant \_\_ Kind \_\_ Counsel people \_\_ Sensitive \_\_ Demonstrate \_\_ Sociable \_\_ Listen \_\_ Trust \_\_ Diplomatic \_\_ Supervise \_\_ Tactful \_\_ Insightful \_\_ Understanding

# \_\_ Outgoing \_\_ Negotiate

# Computer Skills

# \_\_Excel

# \_\_Access

# \_\_PowerPoint

# \_\_Word/Works

# \_\_Internet

# \_\_Email

# \_\_Additional computer experience

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. List and give examples of the transferable skills that you are using at your work placement.

Ex.: Transferable skill: communication skills

Example: - working with co-workers and boss

- serving customers

Transferable Skill #1:

Example:

Transferable Skill #2:

Example:

Transferable Skill #3:

Example:

1. As you review the transferable skills you possess, what skills would you like to develop further?

Why?

Optional: Complete the transferable skills quizzes at <http://www.nextsteps.org/career/transfer.html>.

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**Student Log Sheet**

**Blueprint for Life/Work Designs**

**Personal Management**

Name:

Due: Hours Worked:

Blueprint for Life/Work Designs is Canada’s national learning outcome framework of the competencies (skills, knowledge and attitudes) that citizens of all ages need to prosper in career and life in the 21st century. This program, adopted by Saskatchewan’s Ministry of Education, identifies various career development competencies that individuals will do well to master. These competencies are grouped into three broad areas: personal management, learning and work exploration, and life/work building.

1. Complete column 2 in the following chart.

|  |  |
| --- | --- |
| **Competency** | **Questions** |
| 1. Build and maintain a positive self concept. | Identify a characteristic/quality you possess and explain how it has contributed positively to your work placement. |
| 2. Interact positively and effectively with  others. | Provide and explain an experience from your work placement in which your interactions contributed positively to the work life of your colleagues. |
| 3. Change and grow throughout one’s life. | At your work placement how do employers/employees effectively manage changes and transitions? |

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**Student Log Sheet**

**Blueprint for Life/Work Designs**

**Learning and Work Exploration**

Name:

Due: Hours Worked:

Blueprint for Life/Work Designs is Canada’s national learning outcome framework of the competencies (skills, knowledge and attitudes) that citizens of all ages need to prosper in career and life in the 21st century. This program, adopted by Saskatchewan’s Ministry of Education, identifies various career development competencies that individuals will do well to master. These competencies are grouped into three broad areas: personal management, learning and work exploration, and life/work building.

1. Complete column 2 in the following chart.

|  |  |
| --- | --- |
| **Competency** | **Questions** |
| 4.. Participate in lifelong learning  supportive of  life/work goals. | Identify one lifelong skill, ability, and/or insight that you’ve gained during your work placement. How will it transfer to future work roles and/or environments? |
| 5. Locate and  effectively use  life/work  information. | Describe your work placement in regards to its typical form of employment (i.e. full time, part time, multi-tracking, contracting, consulting, entrepreneurship, etc.) When you leave high school what will be your preferred form of employment? Why? |
| 6. Understand the  relationship  between work and  society/economy. | How does the work in which you participated in during your work placement contribute to society’s needs and/or functions? |

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**Student Log Sheet**

**Blueprint for Life/Work Designs**

**Life/Work Building**

Name:

Due: Hours Worked:

1. Complete column 2 in the following chart.

|  |  |
| --- | --- |
| **Competency** | **Questions** |
| 7. Secure/create and maintain work. | Identify and explain how your personal skills contribute to your work conditions and  environment? |
| 8. Make life/work  enhancing decisions. | Explain how your work placement supports/does not support your personal goals,  values, and/or financial means. |
| 9. Maintain balanced  life and work roles. | Reflect upon your work placement and employer expectations in addition to your  leisure activities. Were you able to maintain a balanced life during your work  placement? Explain how this balance could be improved. |
| 10. Understand the  changing nature of  life/work roles. | Would you describe your work placement and assigned tasks as traditional  or non-traditional? (traditional- sweep floors, non-traditional- create a word document) Explain. |
| 11. Understand,  engage in, and  manage one’s  career building  process. | Is your work placement a career you plan to pursue? Explain. |

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**Student Log Sheet**

**Blueprint for Life/Work Designs**

**Employability Skills 2000+**

|  |  |  |
| --- | --- | --- |
| **Employability Skills 2000+**  ***The skills you need to enter, stay in, and progress in the world of work—whether you work on your own***  ***or as a part of a team.***  These skills can also be applied and used beyond the workplace in a range of daily activities. | | |
| **Fundamental Skills**  The skills needed as a base for further  development | **Personal Management Skills**  The personal skills, attitudes and  behaviours that drive one’s potential  for growth | **Teamwork Skills**  The skills and attributes needed to  contribute productively |
| You will be better prepared to progress in  the world of work when you can:  **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 & 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 | You will be able to offer yourself greater  possibilities for achievement when you can:  **Demonstrate Positive Attitudes**  **& 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 a 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 these | You will be better prepared to add value to  the outcomes of a task, project or team  when you can:  **Work with Others**  • understand and work within the  dynamics of a group  • ensure that a team’s purpose and  objectives are clear  • be flexible: respect, be open to and  supportive of the thoughts, opinions  and contributions of others in a group  • recognize and respect people’s diversity,  individual differences and perspectives  • accept and provide feedback in a  constructive and considerate manner  • contribute to a team by sharing  information and expertise  • lead or support when appropriate,  motivating a group for high performance  • understand the role of conflict in a group  to reach solutions  • manage and resolve conflict when  appropriate  **Participate in Projects & Tasks**  • plan, design or carry out a project or  task from start to finish with well-defined  objectives and outcomes  • develop a plan, seek feedback, test,  revise and implement  • work to agreed quality standards and  specifications  • select and use appropriate tools and  technology for a task or project  • adapt to changing requirements and  information  • continuously monitor the success  of a project or task and identify ways  to improve  **The Conference Board of Canada** |

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**Student Log Sheet**

**Blueprint for Life/Work Designs**

**Employability Skills 2000+**

Name:

Due: Hours Worked:

(SEE NEXT PAGE TO ANSWER THESE QUESTIONS) Top of Form

**Employability Skills 2000+** are the skills employers say you will need to have to be able to enter, stay in, and progress in the world of work. These skills fall into three categories: fundamental skills, personal management, and teamwork skills.

1. Fundamental skills are those skills which will better prepare you to progress in any career. Review the fundamental skills on the previous page. Which of these four skills do you value most? Explain.

1. Personal management skills are those skills which enhance your potential for growth.

Review the personal management skills on the previous page. Which of these skills do you value most? Explain.

1. Teamwork skills are those skills which you need in order to add value to any work team. Review the teamwork skills on the previous page. Which of these skills do you value most? Explain.

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**Student Log Sheet**

**Portfolio**

Name:

Due: Hours Worked:

One of the modules in the CWEX courses is the completion of a personal career portfolio. Prairie South School Division student portfolios contain 4 sections:

* Introduction
* Academic/Technical Skills
* Personal Management Skills
* Teamwork Skills

1. Identify and explain 3 additions/deletions/revisions which you plan to make to your portfolio as a result of your work placement.

2) What changes do you plan to make to your resume as a result of your work placement?

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**Student Log Sheet**

**myBlueprint**

Name:

Due: Hours Worked:

The following questions are to be completed when using the myBlueprint online program.

1. List five occupations which require skills similar to those you have used during your work placement.

1. Using myBlueprint occupation profiles, locate and provide the following information regarding your work placement.

a. What do they do?

b. Education:

c. Estimated Salary:

e. Workplace:

1. Based upon the above or any other information you have learned about this occupation, is your current work placement a career you wish to pursue further? Explain.

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**Student Log Sheet**

**Change is Constant**

Name:

Due: Hours Worked:

*The High 5*

*The High 5* career development philosophy was created by Canadian Career Practitioners. It is comprised of 5 key messages to enable individuals to achieve career success.

The first *High 5* is Be Open to Change. As the world around us is constantly changing, we must continually stay open to change.

1. In your workplace what changes are the employees facing?

1. What changes might employees need to face with in the future?

1. What changes have you made to ensure your experience is successful?

Example: I get up at 6:30, so that I am able to be at my placement before 8:00 am.

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**Student Log Sheet**

**Learning is Lifelong**

Name:

Due: Hours Worked:

*The High 5 (continued)*

The second *High 5* is Keep on Learning. We need to stay motivated by learning new skills and developing new talents.

1. In your workplace, what new skills are employees able to learn?

1. How could you demonstrate to your employer your motivation to learn?

Ex. I could memorize the menu.

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**Student Log Sheet**

**Follow Your Heart**

Name:

Due: Hours Worked:

*The High 5 (continued)*

The third *High 5* is Follow your Heart. To be truly content with our careers, we need to discover opportunities to combine our passions and interests with career opportunities.

1. What passions and interests do you have? What do you like to do in your spare time?

1. How might some careers/ jobs include some of your passions and interests?

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**Student Log Sheet**

**Access Your Allies**

Name:

Due: Hours Worked:

*The High 5 (continued)*

The fourth *High 5* is Access Your Allies. Rely on the support of your family, mentors and peers. Make your career successes a team effort. In turn, be allies for others.

1. Identify some of your potential career allies. List anyone who could refer you to someone who could provide information and advice.

1. How can these people assist you along your career journey?

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**Student Log Sheet**

**The Journey**

Name:

Due: Hours Worked:

The High 5 (continued)

The last *High 5* is Focus on the Journey. Your career journey will be life-long. Don’t focus on one destination. Appreciate each and every experience along the way.

1. What memorable experiences have you had at your placement? In CWEX class?

1. What have you learned about the world of work?

1. What improvements would you suggest for the CWEX program?

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**Student Log Sheet**

**Student Evaluation of Work Placement**

Name:

Due: Hours Worked:

1. On a scale of 1-10 (10 being highest) how would you rate this work experience for you?

1 2 3 4 5 6 7 8 9 10 (the highest)

Type your answer here:

1. On a scale of 1-10 (10 being highest) would you like to do this kind of work to earn a living?

1 2 3 4 5 6 7 8 9 10 (the highest)

Type your answer here:

1. What benefits did you gain as a result of this work experience?

1. What was one of the greatest challenges you faced in this work experience?

1. Would you recommend this work placement to another student who may want a similar experience?

1. Did you receive other benefits from the work experience (part-time job; summer job; bursary, etc.)

1. Other Comments