



CAREER-LIFE EXPLORATION CONFIRMATION

Windsor Secondary School

931 Broadview Drive

North Vancouver B.C. V7H 2E9

Tel: (604) 903-3700 Fax: (604) 903-3701

To be filled out by the student:

Student name: _____ Grade: _____

Number of completed hours: _____

Date(s)/Month/Year completed:

Name of Company/ Organization: _____

Address: _____

What did you do: _____

Copy/Proof: Documentation of experience (attach to this document):

- Letter Pay slip Log sheet Thank you card
 Photo Certificate Other _____

Supervising adult information:

Name of supervising adult: _____ Email: _____

Contact phone number _____



STUDENT SELF-EVALUATION OF EMPLOYABILITY SKILLS

4 – Excellent	(exceeds expectations)
3 – Good	(consistently meets expectations)
2 – Satisfactory	(meets minimum expectations)
1 – Needs improvement	(does not meet expectations)

FUNDAMENTAL SKILLS

1. Communicate						
a) Read & understand	4	3	2	1	N/A	_____
b) Write & speak	4	3	2	1	N/A	_____
c) Listen & ask questions	4	3	2	1	N/A	_____
d) Use info technology	4	3	2	1	N/A	_____
2. Manage Information						
a) Gather & organize info	4	3	2	1	N/A	_____
b) Analyze & apply knowledge	4	3	2	1	N/A	_____
3. Numeracy						
a) Extract & record numeric data	4	3	2	1	N/A	_____
b) Perform calculations	4	3	2	1	N/A	_____
4. Think & Solve Problems						
a) Recognize problems that occur	4	3	2	1	N/A	_____
b) Identify & apply solutions	4	3	2	1	N/A	_____
c) Evaluate effectiveness of decisions	4	3	2	1	N/A	_____

PERSONAL MANAGEMENT SKILLS

5. Positive Attitudes & Behaviours						
a) Self-esteem & confidence	4	3	2	1	N/A	_____
b) Honesty, integrity & ethics	4	3	2	1	N/A	_____
c) Appropriate grooming & attire	4	3	2	1	N/A	_____
d) Independent & resourceful	4	3	2	1	N/A	_____
6. Responsibility						
a) Balance work & personal life	4	3	2	1	N/A	_____
b) Punctuality & attendance	4	3	2	1	N/A	_____
c) Accountable & reliable	4	3	2	1	N/A	_____
7. Adaptability						
a) Adjust readily to change	4	3	2	1	N/A	_____
b) Ability to multitask	4	3	2	1	N/A	_____
8. Learn Continuously						
a) Set learning goals	4	3	2	1	N/A	_____
b) Keen to learn new things	4	3	2	1	N/A	_____
9. Work Safely						
a) Follow safe work practices	4	3	2	1	N/A	_____

TEAMWORK SKILLS

10. Work with Others						
a) Respect individual differences	4	3	2	1	N/A	_____
b) Accept constructive feedback	4	3	2	1	N/A	_____
c) Skill to be a team member	4	3	2	1	N/A	_____
11. Participate in Projects & Tasks						
a) Use of appropriate tools & tech.	4	3	2	1	N/A	_____
b) Operation of equipment	4	3	2	1	N/A	_____
c) Treat equipment with care	4	3	2	1	N/A	_____

CAREER LIFE EXPLORATION REFLECTION

Experiential learning is a process of engaging in and reflecting on direct experiences beyond traditional classroom settings. Career-life exploration refers to substantive experiential learning (30 hours or more) that is intended to expand and/or deepen student exposure to career-life possibilities. Through this CLC learning standard expectation, students can further refine their career-life goals and transferrable skills. Based on student needs and interests, career-life exploration can include service learning, volunteerism, employment, fieldwork, entrepreneurship, and projects focused on an area of deep interest.

1. Describe the type of work done and list your tasks/duties.
2. Identify any tools and/or equipment used in performing your tasks.
3. Describe the fundamental skills used in your work/volunteer experience.
4. Describe the personal management skills used in your work/volunteer experience.
5. How does this experience affect any future career choices you might have?

Don't forget to attach proof of your experience!