



**Type of Work Experience**

Select the type of work experience you were involved in:

- Paid Work Experience (*eg. part time job*)
- Career Mentoring (*working with a community member on a specific project or task*)
- Community Service
- Electronic Work Experience (*on-line electronic work which mirrors actual employment*)
- Entrepreneurship (*running your own business*)

**Describe the Type of Business/Organization**

*(What does this organization do? Who are their clientele? How long has the business been in operation? How many employees are there? Etc.)*

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**Outline Your Duties/Responsibilities/Role**

*(Be specific in the types of activities you were involved in.)*

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What did you enjoy most about the job? What did you least enjoy?

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Identify the Fundamental Skills (Communication, Managing Information, Using Numbers) that were used or developed in your work experience.

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Identify the Personal Management Skills (Positive Attitude, Responsibility, Adaptability) that were used or developed in your work experience.

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Would you be interested in doing this kind of work after you graduate? Why or why not?

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What has this job taught you about work? Being an employee? Teamwork skills?

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What further education would you need if you planned to continue to work in this occupation?

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What are your education and employment goals/plans after graduation?

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The Career Counselling Department is available to assist you with your post-secondary planning. Is there any post-secondary or career information you would like to receive at this time? *(Please specify.)*

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Signature: \_\_\_\_\_

**CHECKLIST FOR STUDENT ARRANGED WORK EXPERIENCE**

- Complete Student Arranged Work Experience Form**
- Prepare current Resume** (For Grade 12 students)  
*(Sample resumes are available from Mrs. Bangma or Ms. Nap who are willing to read your resume and give you feedback on the content and format.)*
- Have employer complete Supervisor's Evaluation**
- Hand in the following forms to the Mrs. Bangma's Office**
  - \_\_\_ Student Arranged Work Experience
  - \_\_\_ Supervisor's Evaluation

**Note:** *Separate documentation is required for each Work Experience setting.*