



Answer each of the following questions in point form or sentence style.  
Go deep in your thinking here – show growth!

1. Describe the type of business (work) the company/organization does.

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2. Give an overview of your job, tasks, assignments, routine duties and anything else you did.

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3. No matter what your job, you should be developing skills. Refer to the list of employability skills needed for any workplace listed below. Check at least four (4) transferable skills that you consider important for the job you were doing.

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|---|--|--|
| <input type="checkbox"/> Communication          | <input type="checkbox"/> Positive Attitude | <input type="checkbox"/> Working with Others       |
| <input type="checkbox"/> Information Management | <input type="checkbox"/> Responsibility    | <input type="checkbox"/> Organized Planning        |
| <input type="checkbox"/> Use of Numbers         | <input type="checkbox"/> Adaptability      | <input type="checkbox"/> Problem Solving           |
| <input type="checkbox"/> Willingness to learn   | <input type="checkbox"/> Workplace Safety  | <input type="checkbox"/> Effective Time Management |

4. Provide some examples of how you practiced each of the transferrable skills you identified in question #3. How will these skills help you be successful in your future career?

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5. What are some strategies that you could have (or did) use to minimize workplace hazards and meet your workplace safety responsibilities?

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6. Describe an example of a success you experienced on the job site.

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7. What did you learn from this experience? (What did you learn about the job, about working, about yourself? Did you encounter any problems? If so, how did you solve them?)

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8. Identify a new technical or workplace-specific skills that you learned or used? (ie: use of specific tool, computer software, cooking skill, inventory control, etc....)

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9. How has this work experience affected your career plans? (How have your future plans changed – or not changed – as a result of this experience?)

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Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Once complete, hand in to your Career Program Teacher/Coordinator.  
Missing Assignments will result in hours not being credited.**