**Work Experience**

**Assessment Checklist for WEX 12A**

**Student Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Graduation Year:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**List all of your Work Placement(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part 1 – Student Course Work and Forms**

**Paperwork:**

Registration Sheet \_\_\_\_\_\_\_

WorkSafe Certificate \_\_\_\_\_\_\_

Workplace Safety Checklist \_\_\_\_\_\_\_

WHMIS (\*Students in Trades Program only\*) \_\_\_\_\_\_\_

Worksite Agreement (Standard/Non Standard) \_\_\_\_\_\_\_

Hours Log Sheet \_\_\_\_\_\_\_

**Assignments:**

Focus Area Assignment \_\_\_\_\_\_\_

Updated Resume \_\_\_\_\_\_\_

Cover Letter \_\_\_\_\_\_\_

Interview Preparation \_\_\_\_\_\_\_

Workplace Ethics \_\_\_\_\_\_\_

Journal for Work Experience \_\_\_\_\_\_\_

Employer Thank You \_\_\_\_\_\_\_

**Evaluations:**

Student Self-Evaluation of Employability Skills \_\_\_\_\_\_\_

Student Evaluation of Work Placement \_\_\_\_\_\_\_

horizontal line

**Total Student Course Work and Forms \_\_\_\_\_\_\_/50**

**Part 2 – Supervisor/Employer Evaluation + \_\_\_\_\_\_\_/50**

**FINAL MARK for WEX 12A = \_\_\_\_\_\_\_/100**