Arrupe Corporate Work Study Program

*Please complete all log entries, including your supervisor's signature. Your reflection is MANDATORY and should indicate that you have thought critically about your day. Each prompt asks you to consider an expectation from the performance evaluation (**bolded**) as well as how it relates to the Grad at Grad (in parenthesis). Give the time card to your driver every evening. If you do not ride an Arrupe vehicle, you must turn in your timesheet by 9:00 am the day after you work!* ***Feel free to write on the back!***

STUDENT NAME: _____ **Company:** _____
BUS ROUTE OR NUMBER: _____ **Circle Your Class Year:** Fr So Jr Sr
Circle Your Workday: MO TU WE TH

Work date	Time in	Lunch out	Lunch in	Time out	Supervisor Signature	
Overall Performance (Mark One)	1 Did Not Meet Expectations	2 Occasionally Met Expectations	3 Met Expectations	4 Occasionally Exceeded Expectations	5 Consistently Exceeded Expectations	☐ CWSP Please Contact Me

Comments: Please provide feedback on the student's workday. Specific comments will help the student's ongoing development.

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STUDENT: Describe three of your work responsibilities and how **demonstrate initiative** to complete these tasks. ***(Work Experienced***):

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Work date	Time in	Lunch out	Lunch in	Time out	Supervisor Signature	
Overall Performance (Mark One)	1 Did Not Meet Expectations	2 Occasionally Met Expectations	3 Met Expectations	4 Occasionally Exceeded Expectations	5 Consistently Exceeded Expectations	☐ CWSP Please Contact Me

Comments: Please provide feedback on the student's workday. Specific comments will help the student's ongoing development.

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STUDENT: Describe a project in which you **cooperated** with a coworker to accomplish the task (***Loving)*** :

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Work date	Time in	Lunch out	Lunch in	Time out	Supervisor Signature	
Overall Performance (Mark One)	1 Did Not Meet Expectations	2 Occasionally Met Expectations	3 Met Expectations	4 Occasionally Exceeded Expectations	5 Consistently Exceeded Expectations	☐ CWSP Please Contact Me

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STUDENT: Recognizing behaviors that we can improve helps us become more **productive.** As fall is a time of change, what work habits do you want to improve or develop at this time (***Open to Growth)***?

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Turn Over for Additional Work Days…
Need to reach us? CWSP Phone 303-710-7040 or cwsp@arrupemail.org

Work date	Time in	Lunch out	Lunch in	Time out	Supervisor Signature	
Overall Performance (Mark One)	**1 Did Not Meet Expectations**	**2 Occasionally Met Expectations**	**3 Met Expectations**	**4 Occasionally Exceeded Expectations**	**5 Consistently Exceeded Expectations**	☐ **CWSP Please Contact Me**

Comments: Please provide feedback on the student's workday. Specific comments will help the student's ongoing development.

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STUDENT: Problem solving is a critical skill in the workplace. Describe a task or project in which you were able to identify an error or confusing concept and how you addressed the concern (***Intellectually Competent)***: _____

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Work date	Time in	Lunch out	Lunch in	Time out	Supervisor Signature	
Overall Performance (Mark One)	**1 Did Not Meet Expectations**	**2 Occasionally Met Expectations**	**3 Met Expectations**	**4 Occasionally Exceeded Expectations**	**5 Consistently Exceeded Expectations**	☐ **CWSP Please Contact Me**

Comments: Please provide feedback on the student's workday. Specific comments will help the student's ongoing development.

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STUDENT: Understanding company culture helps us engage professionally with others. What is an activity or something you have learned about your organization that impresses you or that you enjoy being part of (***Religious)*** _____

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Performance Evaluation Areas of Focus

These areas reflect the specific behaviors and expectations that employers consider when completing your daily timecard and Performance Evaluations. Consider how you can meet and exceed these expectations every day!

Business Etiquette: Respecting people, property and information. Demonstrating courteous behavior, confidentiality, and engaging with all staff according to company culture and expectations	**Initiative and Self-Direction:** Demonstrating motivation and accountability; seeking additional or higher-level work; requiring minimum supervision; anticipating needs; accepting responsibility for actions
Communication: Demonstrating professional and positive listening, non-verbal and verbal communication; projecting a professional image of self through body language word choice, and following instructions	**Persistence:** Remaining active in tasks; not giving up; keeping commitments; overcoming obstacles
Problem Solving & Learning: Asking for help when needed; solving problems independently when able; needing limited retraining; receiving feedback well	**Teamwork & Collaboration:** Cooperating with others; developing positive working relationships; expressing opinions with professionalism
Precision & Accuracy: Delivering products and services that meet workplace standards; correcting errors with little or no help; producing accurate work	**Productivity:** Being adaptable and efficient; being flexible with changes; prioritizing and completing tasks on time; focusing on tasks