

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: _____

Work date	Time in	Lunch out	Lunch in	Time out	Supervisor Signature	
Overall Performance (Mark One)	<u>1</u> Did Not Meet Expectations	<u>2</u> Occasionally Met Expectations	<u>3</u> Met Expectations	<u>4</u> Occasionally Exceeded Expectations	<u>5</u> Consistently Exceeded Expectations	<input type="checkbox"/> CWSP Please Contact Me

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

STUDENT: How has having a job through CWSP taught you about God's love for you? (**Religious**):

Work date	Time in	Lunch out	Lunch in	Time out	Supervisor Signature	
Overall Performance (Mark One)	<u>1</u> Did Not Meet Expectations	<u>2</u> Occasionally Met Expectations	<u>3</u> Met Expectations	<u>4</u> Occasionally Exceeded Expectations	<u>5</u> Consistently Exceeded Expectations	<input type="checkbox"/> CWSP Please Contact Me

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STUDENT: **Adaptability** is an important trait in the workforce. Describe how you have changed as a worker this year (**Open to Growth**):

Work date	Time in	Lunch out	Lunch in	Time out	Supervisor Signature	
Overall Performance (Mark One)	<u>1</u> Did Not Meet Expectations	<u>2</u> Occasionally Met Expectations	<u>3</u> Met Expectations	<u>4</u> Occasionally Exceeded Expectations	<u>5</u> Consistently Exceeded Expectations	<input type="checkbox"/> CWSP Please Contact Me

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STUDENT: How have you seen your job as a **gift/service not only to your company** but also to yourself this year (**Committed to Justice**)?

Work date	Time in	Lunch out	Lunch in	Time out	Supervisor Signature	
Overall Performance (Mark One)	<u>1</u> Did Not Meet Expectations	<u>2</u> Occasionally Met Expectations	<u>3</u> Met Expectations	<u>4</u> Occasionally Exceeded Expectations	<u>5</u> Consistently Exceeded Expectations	<input type="checkbox"/> CWSP Please Contact Me

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

STUDENT: Describe something you **learned** at work this year that you can use at your next job, or in college (Seniors) (*Intellectually Competent*):

Work date	Time in	Lunch out	Lunch in	Time out	Supervisor Signature	
Overall Performance (Mark One)	<u>1</u> Did Not Meet Expectations	<u>2</u> Occasionally Met Expectations	<u>3</u> Met Expectations	<u>4</u> Occasionally Exceeded Expectations	<u>5</u> Consistently Exceeded Expectations	<input type="checkbox"/> CWSP Please Contact Me

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STUDENT: Describe a time you demonstrated **initiative or self-direction** this year to complete a project and how you felt (*Work Experienced*)

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