## **NOVEMBER TIMECARD**

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:	:		Compa			
BUS ROUTE OR						
Circle Your W	orkday: <mark>MO_T</mark>	<mark>U WE TH</mark>				
Work date	Time in	Lunch out	Lunch in	Time out	Su	pervisor Signature
Overall	1	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	
Performance	Did Not Meet	Occasionally Met	Met	Occasionally	Consistently	CWSP Please Contact Me
(Mark One)	Expectations	Expectations	Expectations	Exceeded	Exceeded	CWOF Flease Contact Me
				Expectations	Expectations	
Comments: Ple	ase provide feedba	ack on the student's wo	orkday. Specific o	comments will help the	student's ongoing	development.
STUDENT: Wha	t additional chall	anges or improvement	goals can you ta	ke on hefore the end o	of this samester? H	ow do you plan on improving?
(Work Experience		criges of improvement	godis cari you ta	NO OII DOIOIC TIIC CIIG C	or triis scritester: Tr	ow do you plan on improving:
(WOIN EXPONENCE	<b>u</b> )					
Work date	Time in	Lunch out	Lunch in	Time out	Su	pervisor Signature
Overall	1	2	3	4	5	_
Performance	Did Not Meet	Occasionally Met	Met	Occasionally	Consistently	CWSP Please Contact Me
(Mark One)	Expectations	Expectations	Expectations	Exceeded	Exceeded	
				Expectations	Expectations	
Commente: Die	saca provida foodb	ack on the student's w	orkday Specific	commonts will halp the	s student's engoing	dovolonment
Comments. The	ase provide reedb	ack on the student's w	orkuay. Specific	comments will help the	s student s ongoing	чечеюрители.
STUDENT: Wha	t are three things	ou are GRATEFUL for	r this year and wh	y? (Loving):		
Work date	Time in	Lunch out	Lunch in	Time out	Su	pervisor Signature
						-
Overall	1	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	
Performance	Did Not Meet	Occasionally Met	Met	Occasionally	Consistently	CWSP Please Contact Me
(Mark One)	Expectations	Expectations	Expectations	Exceeded	Exceeded	CWSF Flease Colltact Me
				Expectations	Expectations	
					( . 1 0	
Comments: Ple	ease provide feedb	ack on the student's w	orkday. Specific	comments will help the	e student's ongoing	development.
CTUDENT: What is one of your greatest shallonged at work? What have your damp to hall your average that shallonged (Arrest to Arrest)?						
<b>STUDENT:</b> What is one of your greatest challenges at work? What have you done to help you overcome that challenge? ( <i>Open to Growth</i> )?						
					<del></del>	

Work date	Time in	Lunch out	Lunch in	Time out	Supervisor Signature	
Overall	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	
Performance	Did Not Meet	Occasionally Met	Met	Occasionally	Consistently	CWSP Please Contact Me
(Mark One)	Expectations	Expectations	Expectations	Exceeded Expectations	Exceeded Expectations	
				Expectations	Expectations	
Comments: Please provide feedback on the student's workday. Specific comments will help the student's ongoing development.						
STUDENT: Describe a difficult situation or challenge you had at work and how you found a solution (Intellectually Competent):						

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: Ple	ase provide feedba	ack on the student's wo	orkday. Specific c	omments will help the	student's ongoing	development.
						luals around you ( <b>Religious</b> )

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