

## Arrupe Corporate Work Study Program

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

| Work date  | <u>Time in</u>                        | Lunch out                                 | Lunch in                     | <u>Time out</u>                                | Supervisor Signature                           |   |
|--|---------------------------------------|---|------------------------------|--|--|---|
|  |                                       |   |                              |  |  |   |
| Overall Performance (Mark One)   | <u>1</u><br>Did Not Meet Expectations | <u>2</u><br>Occasionally Met Expectations | <u>3</u><br>Met Expectations | <u>4</u><br>Occasionally Exceeded Expectations | <u>5</u><br>Consistently Exceeded Expectations | <input type="checkbox"/> CWSP Please Contact Me |
| <b>Comments:</b> Please provide feedback on the student's workday. Specific comments will help the student's ongoing development.<br><hr/> <hr/>                   |                                       |   |                              |  |  |   |
| <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> )?<br><hr/> <hr/> |                                       |   |                              |  |  |   |

**Turn Over for Additional Work Days...**  
**Need to reach us? CWSP Phone 303-710-7040 or [cwsp@arrupemail.org](mailto:cwsp@arrupemail.org)**

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|--|---------------------------------------|---|------------------------------|--|--|---|
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| <b>STUDENT:</b> Describe a difficult situation or challenge you had at work and how you <b>found a solution</b> ( <i>Intellectually Competent</i> ): |                                       |   |                              |  |  |   |

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| <b>STUDENT:</b> How do you <b>demonstrate courtesy and a willingness to help</b> , and how does that affect those individuals around you ( <i>Religious</i> ) |                                       |   |                              |  |  |   |

**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!*

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