Please Circle Grade Level and Work Day: Fr So Jr Sr
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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**: _____

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: Following company expectations is critical to **demonstrating business etiquette.** Describe your company's cell phone and iPod policy. ***(Work Experienced***): _____

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: Taking notes helps us demonstrate our **listening skills.** Describe a new task you learned today and how you will remember it for the next workday **(*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**

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STUDENT: Using our unique gifts and characteristics can help us **adapt** to new experiences. Describe a project you will work on this year and a gift or talent that will help you perform this task well (***Religious)***. _____

_____

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

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STUDENT: Teamwork is a critical element to workplace success. Describe a project you contributed to today or how your work affects those around you ***(Loving***): _____

_____

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: While we strive to work independently, it is also important to **ask for help when we need it.** Describe a time in which you sought help or advice from a coworker today. ***(Open to Growth***): _____

_____

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