

JANUARY TIME CARD

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	<u>Time in</u>	Lunch out	Lunch in	<u>Time out</u>	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: What weaknesses would you like to improve on this second semester? . (<i>Work Experienced</i>) : _____ _____						

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Comments: Please provide feedback on the student's workday. Specific comments will help the student's ongoing development. _____ _____						
STUDENT: How did you share your time/talents with others today? (<i>Loving</i>) : _____ _____						

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Comments: Please provide feedback on the student's workday. Specific comments will help the student's ongoing development. _____ _____						
STUDENT: How has having a job helped you to become open to growth? (<i>Open to Growth</i>)? _____ _____						

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

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Comments: Please provide feedback on the student's workday. Specific comments will help the student's ongoing development. <hr/> <hr/>						
STUDENT: Why is it important to make connections and relationships with your co-workers and supervisors? (<i>Intellectually Competent</i>): <hr/> <hr/>						

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Comments: Please provide feedback on the student's workday. Specific comments will help the student's ongoing development. <hr/> <hr/>						
STUDENT: In your own words, what is Ignatian Spirituality and how does that translate into work (<i>Religious</i>) <hr/> <hr/>						

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