EAGLE BUTTE HIGH SCHOOL
"Giving Our Students Roots and Wings"

1150 Eagle Butte Road, P.O. Box 281, Dunmore, AB T0J 1A0
Ph: (403) 528-1996   Fax: (403) 528-1997   Email: ebhs@prrd.ab.ca

Worked 8 or more shifts

Worked 7 or less shifts, filling in the back not required every month but must be done every 2 months (regardless)

Student did not work this month

Monthly Work Experience Time Sheet

** This monthly time sheet is to be filled in front & back by the student, then signed by the student front & back, then signed by the employer front & back and returned to the EBHS Work Experience Office.

Student: _____ Employer: _____ Month: _____

Date	Weekday	Time In	Time Out	Total Hours Today	Total Hours to Date	Duties/Tasks/Activities Performed
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

This month self-evaluate how you did regarding:

1. Works all shifts	
2. Never late for work	
3. Stays on task & occupied	
4. Gives notice for wanting days off	
5. Does not use cell phone at work	

COMPLETE THIS SHEET FULLY! WITHOUT HOURS HANDED IN YOU CANNOT EARN CREDITS!!

Employer/Supervisor Signature: _____ Student signature: _____

Revised May 2020

Monthly Work Experience Reflection

Fill in this sheet properly AND FULLY!!
Handing in this page monthly, plus your hours (documented and signed)
is worth 28% of your mark!!

1. **EMPLOYABILITY SKILLS:** Use the drop down menus to select a different idea each month to write about below:

Personal management: _____Thinking, planning & organizing: _____

Working with others: _____ Managing transitions & change: _____

Safety: _____

Write your paragraph here:

2. **WORKPLACE SKILLS:** Use the drop down menu to select a different idea each month to write about below:

Knowledge: _____

Skills: _____

Attitudes: _____

Write your paragraph here:

Employer comment:

_____   _____
Student Signature   Employer Signature