

Volunteer Worksheet

Name: _____ Experience: _____

OSP Icon	Essential Skill	Describe how you demonstrated the skill
	Reading Text	
	Writing	
	Document Use	
	Computer Use	
	Oral Communication	
	Money Math	
	Scheduling or Budgeting and Accounting	
	Measurement and Calculation	
	Data Analysis	
	Numerical Estimation	
	Job Task Planning and Organizing	
	Decision Making	
	Problem Solving	
	Finding Information	
	Critical Thinking	

OSP Icon	Work Habit	Describe how you demonstrated the work habit
	Working Safely	
	Teamwork	
	Reliability	
	Organization	
	Working Independently	
	Initiative	
	Self-advocacy	
	Customer Service	
	Entrepreneurship	

Number of Hours: _____

Supervisor's Signature: _____

TIP: Go to the OSP website at www.ontario.ca/skillspassport to search for tasks to help you describe how you used your Essential Skills and work habits!