

Work Placement Feedback Form - EMPLOYER

STUDENT NAME:	COURSE:
WORK PLACEMENT PROVIDER:	
DAYS/HOURS OF PLACEMENT:	
NAME AND POSITION OF PERSON COMPLETING THIS FORM:	

Please tick the most appropriate box for each area below:

Area	UNSATISFACTORY	✓	SATISFACTORY	✓	GOOD	✓	OUTSTANDING	✓
Time keeping and punctuality	Can see a need for promptness but often late/misses deadlines		Fairly reliable		Usually very reliable with occasional lapses		Always on time, even a little early. Completes tasks by required deadline	
Ability to carry out instructions	Cannot or will not follow instructions		Usually carries out most instructions		Usually carries out all given information		Always carries out instructions completely	
Attitude to work	Works with minimum enthusiasm or interest		Shows signs of enthusiasm. A steady approach to work		Interested, makes a steady effort to improve own standards		Hardworking, strong enthusiasm for the job	
Showing initiative	Shows no initiative when presented with a task, produces poor results		Shows signs of initiative		Tries hard to provide a method or solution to a given task		Always shows initiative for any given task, produces excellent results	
Competence	Needs a lot of guidance and supervision		Can learn new things but does not retain information well		Completes tasks efficiently to required standard, delivers what is expected		Works with minimal supervision, regularly delivers high quality work	
Confidence	Lacks confidence or is over-confident in a negative way		Displays confidence at times but not always		Regularly confident in themselves and completing tasks		Very confident, strong self-belief, realistic sense of what they can achieve	
Team work	Non-co-operative		Will co-operate when prompted		Co-operates willingly		Always co-operates, actively seeks out ways to support the team	
Health and Safety	Ignores Health and Safety regulations		Usually follows most regulations		Often follows all H&S regulations		Reliably follows all H&S regulations	
Communication Skills	Non-communicative		Speaks to when spoken to. Tries to communicate with others		Can initiate and hold conversation, passes on information clearly		Highly effective communication skills	
Maintaining confidentiality	Ignores business or customer confidentiality		Is aware of what this means and usually maintains confidentiality		Understands concept in detail and often maintains confidentiality		Fully understands meaning and always maintains confidentiality	
Effects of inappropriate behaviour	Demonstrates inappropriate behaviour, does not take responsibility for actions		Behaves appropriately most of the time		Behaves appropriately most of the time, understands the consequences of poor behaviour in the workplace		Behaves appropriately at all times during work placement, always professional	

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Overall during the work placement, the student:

DID NOT MEET EXPECTATIONS

MET EXPECTATIONS

EXCEEDED EXPECTATIONS

Any comments, feedback, suggestions for development?

Employer signature.....

Date.....