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**WORK PLACEMENT**

## STUDENT Assessment and Evaluation Report

**STUDENT NAME:**

**COMPANY NAME:**

**Location:**

**Work Supervisor:**

**Start + End Date of Placement:**

**To the Student’s Work Supervisor**

This document is an Assessment and Evaluation of the student’s performance with you.

Please complete the form below (by highlighting what is applicable) for each student under your supervision. (The individual in the workplace who is in the best position to evaluate the student’s work placement performance should complete this form).

Your assessment will be of benefit to the student in evaluating their performance and will form part of their overall ‘pass’ or ‘fail’ grade for the Work Placement element of their degree programme. Please retain a copy of this form for your files.

**Thank you.**

**Does the student demonstrate?**

# **1. INTEREST IN WORK**

## High interest, Above average Satisfactory interest Spasmodic interest, Little interest

## very enthusiastic interest and and enthusiasm occasionally or enthusiasm

enthusiasm enthusiastic

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### 2. INITIATIVE

Self-starter, Acts voluntarily Acts voluntarily in Relies on others, Usually waits

looks for work in most matters routine matters must be told what to be told what

### to do to do to do next \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### 3. QUALITY OF WORK

Few errors if Good work few Errors normal, More than average Often makes

any, very errors, usually work usually number of errors errors, careless

thorough thorough passes review for a trainee work

### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### 4. VOLUME OF WORK

Highly More than Expected Less than Very low

Productive expected productivity expected volume volume \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. RELIABILITY**

Can always Can usually Dependable Somewhat Unreliable

be depended on be depended on in routine situations unreliable

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### 6. RELATIONS WITH OTHERS

Always works Congenial & Most relations Difficult to Frequently

in harmony helpful, works usually work with at quarrelsome,

with others well with others harmonious times, can be causes friction

antagonistic

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### 7. COMMUNICATION SKILLS

**Written** Very Good Good Satisfactory Needs

improvement

## Oral Very Good Good Satisfactory Needs

Improvement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### 8. ACCEPTANCE OF CRITICISM AND SUGGESTIONS

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Appreciative Resentful or reluctant

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### 9. ATTENDANCE

Regular Irregular

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#### 10. PUNCTUALITY

Regular Irregular

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#### 11. OVERALL PERFORMANCE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

Excellent Good Average Poor Unsatisfactory\*

*\* Recommendation that the student fails the Work Placement component of the Degree Programme*

Further Comments:

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Has this evaluation been discussed with the student? Yes No

Would your organisation be happy to take part in the placement module again? Yes No

**EVALUATED BY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_**

(Signature of Work Supervisor)