



Work Experience – Student Evaluation

Student Name _____

School Contact _____

Phone _____

Employer's Name _____

Signature _____

Type of Work _____

Assessed by _____

Dates of Work Experience _____

Demonstrated Competencies

When assessing each attribute, choose the point on the scale that most closely describes the student being assessed and mark it with a tick in the box under the descriptor.

1. Attendance and punctuality: The extent to which the student meets the workplace requirements for attendance at work and punctuality.				
1. Comes in late and leaves early. Late from breaks. Absent without reason.	2. Punctuality and attendance are below average.	3. Punctuality and attendance are satisfactory.	4. Always punctual and rarely absent. Will put in extra time occasionally if asked.	5. Always punctual. Excellent attendance. Will arrive early, stay late to get a task done.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Appearance and presentation: The extent to which the student meets the standards of dress and appearance that are expected in the work environment.				
1. Poor personal hygiene and grooming. Does not follow dress standards required at work.	2. Appearance, personal presentation and dress standards could be improved.	3. Dress standard, personal presentation and appearance are acceptable for the work situation.	4. Above average appearance and presentation. Prepared to change appearance to suit workplace.	5. Takes pride in appearance. Sets an example for others.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Working with others: How well the student gets on with and cooperates with others in the work environment				
1. Uncooperative. Resists suggestions.	2. Could be more cooperative at times.	3. Cooperative. Gets on well with colleagues.	4. Works well with others to achieve agreed outcomes. Generates goodwill amongst fellow workers.	5. Actively helps others. Can lead, take responsibility and contribute ideas.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Communication and interpersonal skills: The skills that the student shows when communicating on a face-to-face basis with fellow workers, customers and suppliers				
1. Poor listener. Avoids eye contact. Inarticulate.	2. Communication and interpersonal skills need to be improved to meet normal workplace standard.	3. Generally communicates effectively.	4. Good communication and people skills.	5. Excellent communication and people skills. Confident and articulate. Listens well.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>