**WORK EXPEREINCE PLACEMENT – EMPLOYERS REPORT**

**NAME OF PUPIL: …………………………………………………………….**

**SCHOOL: ………………………………………………………………………**

**PLACEMENT COMPANY: …………………………………………………….**

**PERSONAL QUALITIES**

Please use your judgement to assess the pupil in relation to other young people of similar age.

Please note this information will be discussed in full with the pupil concerned and will become that pupil’s property.

This is a very important document and our thanks are due to employers for providing as full information as possible.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ASSESSMENT** | **VERY GOOD** | **GOOD** | **FAIR** | **POOR** | **REMARKS** |
| ATTENDANCE |  |  |  |  |  |
| TIMEKEEPING |  |  |  |  |  |
| APPEARANCE |  |  |  |  |  |
| SELF-CONFIDENCE |  |  |  |  |  |
| ENTHUSIASM |  |  |  |  |  |
| ADAPTABILITY |  |  |  |  |  |
| INITIATIVE |  |  |  |  |  |
| WILLINGNESS TO LEARN |  |  |  |  |  |
| ATTITUDE TO WORK |  |  |  |  |  |
| ABILITY TO COMMUNICATE |  |  |  |  |  |
| ABILITY TO ORGANISE WORK |  |  |  |  |  |
| ABILITY TO MIX |  |  |  |  |  |
| POTENTIAL FOR THIS KIND OF WORK |  |  |  |  |  |
| ABILITY TO FOLLOW INSTRUCTIONS |  |  |  |  |  |
| ATTITUDE TO HEALTH AND SAFETY |  |  |  |  |  |
| ABILITY TO WORK INDEPENDENTLY |  |  |  |  |  |
| CO-OPERATION TO OTHERS |  |  |  |  |  |

1. **Has the student’s conduct been in any way unsatisfactory?**
2. **What are his/her main skills?**
3. **What advice would you give this young person to help them develop?**
4. **What are your overall impressions of this young person?**
5. **Did the young person write to you prior to the placement – Yes/No

If yes, can you please comment on:

(i) The letter

(ii) The application form**

**Supervisors signature: ………………………………………………..**

**Name:……………………………………………..Date: ……………..**

**Please return to the work experience co-ordinator of the pupil’s school as soon as possible after the placement.**