



PALMVIEW STATE SECONDARY COLLEGE

WORK EXPERIENCE REPORT

Student name:

Employer's name: Company name:

Email address/Phone number: Industry:

Employers are kindly asked to complete this assessment and return to Donna Heemi – dheem1@eq.edu.au.

NB: The student may use this evaluation at a later date as a reference when seeking future employment.

	NOT APPLICABLE	NEEDS TO IMPROVE	SATISFACTORY	GOOD	EXCELLENT
ATTENDANCE					
Was punctual to start work					
Returned from all breaks on time					
Informed supervisor if unable to attend					
Informed supervisor if he/ she would be late					
PERSONAL APPEARANCE					
Wore appropriate clothes					
Was neat and tidy in appearance					
SENSE OF RESPONSIBILITY					
Listened carefully to instructions					
Followed instructions fully					
Asked for help when needed					
Willing to tackle any task when asked					
Looked for tasks to do					
Displayed self confidence					
SAFETY					
Obedied all safety regulations					
INTEREST					
Showed interest in job					
Showed interest in training					
RELATING TO OTHERS					
Polite and courteous to supervisors					
Polite and courteous to fellow workers					
Polite and courteous to customers / public					
QUALITY AND QUANTITY OF WORK					
Worked to capacity					
Fellow workers satisfied with quality and quantity of work					
Supervisor satisfied with quality and quantity of work					
Customers / public expressed satisfaction with quality of work					

OTHER CONSTRUCTIVE COMMENTS WHICH MAY HELP THE STUDENT

.....
.....
.....

DATES: to

Supervisor Name: Position: