



# 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
<b>ATTENDANCE</b>					
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					
<b>PERSONAL APPEARANCE</b>					
Wore appropriate clothes					
Was neat and tidy in appearance					
<b>SENSE OF RESPONSIBILITY</b>					
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					
<b>SAFETY</b>					
Obedied all safety regulations					
<b>INTEREST</b>					
Showed interest in job					
Showed interest in training					
<b>RELATING TO OTHERS</b>					
Polite and courteous to supervisors					
Polite and courteous to fellow workers					
Polite and courteous to customers / public					
<b>QUALITY AND QUANTITY OF WORK</b>					
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**

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**DATES:** \_\_\_\_\_ to \_\_\_\_\_  
 Supervisor Name: \_\_\_\_\_ Position: \_\_\_\_\_