Work Experience Evaluation Form

Name: ……………………………………………………………….…

Work experience dates: ……………………………………….

**For the Work Experience student to complete:**

*Think about the progress you’ve made over your work experience placement and evaluate yourself using the table below:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employability Skill:** | **Below Average** | **Satisfactory** | **Good** | **Excellent** |
| Teamwork |  |  |  |  |
| Motivation/Initiative |  |  |  |  |
| Digital Skills |  |  |  |  |
| Numeracy/Literacy |  |  |  |  |
| Reliability |  |  |  |  |
| Following instructions |  |  |  |  |
| Flexibility |  |  |  |  |
| Resilience |  |  |  |  |
| Presentation |  |  |  |  |
| Understanding |  |  |  |  |

*For any items marked ‘satisfactory’ or ‘below average’, write your reasons for this evaluation below:*

|  |
| --- |
|  |

**For the Work Experience manager to complete:**

*Think about the progress your work experience student has made over the course of the placement and evaluate them using the table below. Compare your results with the learner’s and discuss any differences as part of offboarding.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employability Skill:** | **Below Average** | **Satisfactory** | **Good** | **Excellent** |
| Teamwork |  |  |  |  |
| Motivation/Initiative |  |  |  |  |
| Digital Skills |  |  |  |  |
| Numeracy/Literacy |  |  |  |  |
| Reliability |  |  |  |  |
| Following instructions |  |  |  |  |
| Flexibility |  |  |  |  |
| Resilience |  |  |  |  |
| Presentation |  |  |  |  |
| Understanding |  |  |  |  |

*For any items marked ‘satisfactory’ or ‘below average’, write your reasons for this evaluation below:*

|  |
| --- |
|  |

Work Experience student signature: …………………………………

Manager signature: …………………………………………………………..

Date: …………………………………………………………………………………