

## Student Workplace Training Feedback Form

Please complete this form at the end of the Student's placement and return to the Workplace Training Coordinator via email or post as soon as possible.

**Student Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Dates of placement:** \_\_\_\_\_

Please tick the most appropriate descriptions in the areas listed below:

### Punctuality:

- Always on time
- Satisfactory
- Unsatisfactory
- Other \_\_\_\_\_

### Grooming and Dress Requirements for the job:

- Well Groomed and neatly dressed
- Appropriate
- Inappropriate
- Other \_\_\_\_\_

### Ability to communicate:

- Outstanding Communication Skills
- Communicates well
- Has difficulty
- Other \_\_\_\_\_

### Ability to follow Instructions:

- Shows good understanding
- Willing to seek clarification
- Needs close supervision
- Other \_\_\_\_\_

### Initiative/Ability to work Unsupervised:

- Shows Initiative
- Readily seeks further tasks
- Needs encouragement
- Waits for direction
- Other \_\_\_\_\_

### Persistence to given tasks:

- Highly Motivated
- Persistent
- Needs Encouragement
- Other \_\_\_\_\_

### Ability to work with others:

- Shows Flexibility
- Works well in a Team Environment
- Prefers to work alone
- Other \_\_\_\_\_

### Attitude to the job:

- Enthusiastic
- Interested
- Appears Indifferent
- Other \_\_\_\_\_

### Adjustment to the work Environment:

- Settled Immediately
- Settled in well after a while
- Found difficulty throughout
- Other \_\_\_\_\_

### Overall Employability:

- Excellent
- Good
- Fair
- Unsatisfactory
- Other \_\_\_\_\_

**Overall Rating out of 10:**       1-5                       6-7                       8-9                       10

