



## Employer's Report

This report will be a valuable source of information for the student's Record of Achievement and Experience (Progress) file.

Student's Name
School
Company / Organisation
Name of Main Supervisor
Dates of Work Experience

PERSONAL QUALITIES	How the Quality was demonstrated	✓
<b>Attendance</b>	Did not attend	
	Poor, no satisfactory explanation	
	Some explained absence	
	Good attendance (90%+)	
	100% attendance	
<b>Time-Keeping</b>	Often arrives late	
	Sometimes arrives late	
	Usually on time	
	Always on time	
	Always early	
<b>Appearance</b>	Untidy, inappropriately dressed	
	Tidy, inappropriately dressed	
	Appropriately dressed	
	Tidy, appropriate appearance	
	Very smart appropriate appearance	
<b>Attitude to work</b>	Lacks interest, only minimal effort	
	Some interest and some tasks completed	
	Interested, tasks completed on time	
	Well motivated, conscientious	
	Always looking for more	
<b>Reliability</b>	Needs constant supervision	
	Reliable with supervision	
	Reliable with minimum supervision	
	Reliable and keen to take responsibility	
	Takes responsibility, uses initiative, accurate and flexible	

RELATIONSHIPS	How the Skill was demonstrated	✓
<b>With staff</b>	Uncooperative and difficult	
	Participates with difficulty	
	Cooperates and shows respect	
	Helpful, keen and pleasant	
	Very willing and positive	
<b>With clients</b>	Unhelpful and direct	
	Participates with difficulty	
	Helpful and shows respect	
	Helpful, pleasant and keen	
	Excellent rapport, willing and positive	

**Please comment on the things that the student has done and learned with you.**

My-work-experience.com data book	Y	N
Has the student shown and discussed his/her data book with you?		
Have you completed the Employer's Report in the student's data book?		

Signed \_\_\_\_\_ Date \_\_\_\_\_

Thank you for taking time to complete this form. Please return completed form to the student's school.