

Work Experience Review: Employers Report

To assist the school and student in building upon the period of time spent at the work placement would you please complete the table below and return it to either the student or send it into the school on completion of the student's placement.

If you wish to discuss your comments with the student and explain the reasons for the assessment grades please do so.

Please assess the student on the following criteria and add any comments if you wish

Ex = Excellent G = Good S = Satisfactory U = Unsatisfactory

Students Name: _____ Date: _____

CRITERIA	Ex	G	S	U
Attendance				
Punctuality				
Manage Situations effectively				
Ability to follow instructions				
Relating to people				
Ability to research, analyse and evaluate				
Ability to Communicate				
Use of Initiative				
Willingness to learn				
Ability to pick up new skills				
Ability to work unsupervised				
Reliability				
Appearance				

Any Comments:

Name: _____ Position: _____

Signed: _____ Date: _____

Return to: **Work Experience Coordinator**
Bournville School & Sixth Form Centre,
Griffins Brook Lane,
Birmingham,
B30 1QJ

or email to: careers@bournville.bham.sch.uk if using an online copy.