



Employers' Report

Yr 10 Work Experience

2nd – 13th July 2012

Employer Details

Work Experience Title:	
Start date:	
End date:	
Employers Tel No	
Supervisor	

Student Details

Name		Date of Birth	
Address		Home Tel No	
		Teacher Contact	
Date of Birth			
Age at Start Wk Exp			

On completion of the work experience, please discuss the placement with the student and their employer and complete the following report:

Personal Qualities	How this quality was demonstrated	<input checked="" type="checkbox"/> Tick
Attendance	Unsatisfactory	
	Good attendance 90% + with absences explained in advance	
	100% attendance	
Punctuality/Time-Keeping	Often arrived late	
	Usually on time	
	Always on time	
Appearance	Untidy or inappropriately dressed	
	Appropriately dressed	
	Very smart appropriate appearance	
Attitude to Work	Lacked interest/minimal work	
	Interested, tasks completed on time	
	Well motivated, conscientious	
Reliability	Needs constant supervision	
	Reliable with minimal/supervision	
	Takes initiative and responsibility, accurate and flexible	
Relationships	How this skill was demonstrated	<input checked="" type="checkbox"/> Tick
With staff	Uncooperative	
	Participates with some support	
	Helpful, keen and pleasant	
With clients	Unhelpful	
	Participates with some support	
	Helpful, respectful, pleasant keen and positive	

Your constructive comments would be appreciated if you have any to add:

Signature _____ Position _____ Date _____