

Information for H2 Learning	
Section of the Guidelines	1. Teachers 2. Employers
Relevant sub-sections	1. Post Placement Activities - Experience sharing. Assessment – Assessment tools and Feedback 2. Post Placement Activities – Assessing the student
Any additional information	The content of this document can be amended to suit your requirements and can be adapted for each subject area

Title	Employers Evaluation
Description	Evaluation of the student while on placement, their work, abilities and work ethic
User	Completed by the Employer mentor – the member of staff who would have supervised and spent the most time with the student therefore able to complete the evaluation fairly
Goal	To receive feedback from the Employer on the performance of the student on placement
Objective	To build the portfolio of the student experience and receive a grade for the placement module. To be able to learn from the placement and improve the opportunity for subsequent students
Method	Made available online or as a hard-copy
Recommended Use	To be posted or emailed to the Employer during the last week of placement or if the VET Provider have an online placement management system (e.g. BEST) it can be completed via a secure log in
When	Completed at the end of the placement
Language	English

Employers Evaluation

Student Name:	Year of Employment:
Placement Employer:	Mentor:

1 Interest in Work:				
High interest in job, Very enthusiastic	More than average amount of interest and enthusiasm	Satisfactory amount of interest and enthusiasm for job	Interest spasmodic, occasionally enthusiastic	Little interest or enthusiasm for job
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment:

2 Initiative:				
Self-starter, asks for new jobs. Looks for work to do	Acts voluntarily in most matters	Acts voluntarily in routine matters	Relies on others, must be told frequently what to do	Usually needs to be told what to do next
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment:

3 Organisation and Planning:				
Does an excellent job of planning and organising work	Usually organises work well	Does normal amount of planning and organising	More often than not fails to organise and plan work effectively	Consistently fails to organise and plan work effectively
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment:

4 Ability to Learn:				
Exceptionally quick	Quick to learn	Average	Slow to learn	Very slow to learn
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment:

5 Creativity and Ideas:				
Innovative ideas	Develops ideas from scratch	Progressed supplied idea	Produced work as directed	Not confident developing new ideas
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment:

6 Quality of Work:				
Very thorough in performing work. Very few errors if any	Usually thorough. Good work with few errors	Work usually passes review. Has normal amount of errors	More than average amount of errors for a trainee	Work usually done in a careless manner. Makes errors often
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment:

7 Quantity of Work:				
Highly productive in comparison with other students	More than expected in comparison with other students	Expected amount of productivity for a student	Less than expected in comparison with other students	Very low in comparison with other students
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment:

8 Judgement:				
Exceptionally good. Decision based on thorough analysis of problem	Uses good common sense. Usually makes the right decision	Judgement usually good in routine situations	Judgement often undependable	Poor judgement. Jumps to conclusions without sufficient knowledge
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment:

9 Dependability:				
Can always be depended upon in any situation	Can usually be depended upon in most situations	Can only be depended upon in routine situations	Somewhat unreliable, needs above average checking	Unreliable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment:

10 Relations with Others				
Always works in harmony with others. An excellent team worker	Congenial and helpful, works well with associates	Most relations with others are harmonious under normal circumstances	Difficult to work with at times, sometimes antagonises others	Frequently quarrelsome and causes friction
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment:

11 Verbal Communication Skills:				
Very good	Good	Satisfactory	Needs improvement	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment:

12 Written Communication Skills				
Very good	Good	Satisfactory	Needs improvement	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment:

Acceptance of Criticism and suggestions		Comments:
<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory	
Professionalism		Comments:
<input type="checkbox"/> Appropriate	<input type="checkbox"/> Inappropriate	
Attendance		Comments:
<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory	
Punctuality		Comments:
<input type="checkbox"/> Always on time	<input type="checkbox"/> Irregular time keeping	

Overall Performance

Completed by Mentor

Grades:

- 1 **Outstanding** (consistently exceeded the standard expected of a placement student)
- 2 **Very Good** (frequently exceeded the standard expected of a placement student)
- 3 **Good** (Always achieved (at least) the standard expected of a placement student)
- 4 **Satisfactory** (achieved (at least) the minimum accepted standard for a placement)
- 5 **Unsatisfactory** (did not achieve the minimum accepted standard for a placement)

Please rank the overall performance of the student by allocating a grade in the range 1 to 5.

(1 = highest, 5 = lowest)

Overall student

Grade:

Additional Comments: *(Mentor)*

Students Comments: *(To be discussed with teacher on completion of Placement)*

Mentor signature: _____

Date: _____

Student signature: _____

Date: _____

INDUSTRIAL SUPERVISOR: Please complete and send to Placement Supervisor on conclusion of Placement