



2010 EMPLOYER WORKPLACEMENT EVALUATION

1/2007-c

Please complete and return this form to YouthWorX NT by fax on (08) 8981-5866

► PLACEMENT INFORMATION

Host Employer: _____
Contact Person: _____
Student Name: _____
RTO: _____
Visited by: _____

► ATTENDANCE, PUNCTUALITY & APPEARANCE

Did the student attend Workplacement each day? Yes No
If not, were you advised of any absences? Yes No N/A
Did the student arrive on time each day? Yes No
Was the student appropriately dressed each day? Yes No

Comments

► GENERAL BEHAVIOUR & WORK ETHIC

The student;
Asked questions and was eager to learn? Always Occasionally Never
Worked hard and showed initiative? Always Occasionally Never
Could be relied upon to complete tasks? Always Occasionally Never
Was polite and respectful to co-workers? Always Occasionally Never
Demonstrated a sound work ethic? Always Occasionally Never

Comments

► COMMUNICATION SKILLS

The student;
Related well to management? Always Occasionally Never
Worked well with others? Always Occasionally Never
Related well with customers? Always Occasionally Never
Spoke clearly and with confidence? Always Occasionally Never
Listened and understood instructions? Always Occasionally Never

Comments

► SAFETY

The student showed awareness of safety aspects in your Workplace? Always Occasionally Never
Did the student utilise safety equipment? ... Always Occasionally Never

Comments

► COORDINATION OF WORKPLACEMENT

Did YouthWorX NT supply you with adequate information about your responsibilities as a Host Employer? Yes No
Did you receive enough information about the tasks the student needed to do during the Workplacement? Yes No
Were the Workplacement dates clearly understood? Yes No
Are you interested in hosting future Workplacements? Yes No
Can any aspects of the Workplacement Process be improved? Yes No
If yes please comment.

► TRAINING MATERIALS

The student;
Had their Training Materials on the 1st day of Workplacement? ... Yes No
Was able to explain the purpose of their Training Materials? Yes No
Comments

► STUDENT WORKPLACEMENT RATING

How do you rate the student from their participation in this Workplacement with you?

- ★ ★ ★ ★ ★ Outstanding!!! Highly employable!!
- ★ ★ ★ ★ Good work, keep trying :-)
- ★ ★ ★ Average, needs to improve in some areas.
- ★ ★ Poor, needs to improve in most areas.

Please comment on the student's performance during their Workplacement with you: _____

Signature: _____ Date: _____