

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

<b>Student's name:</b>
<b>School: St Ninians High School</b>
<b>Company/Organisation:</b>
<b>Name of Main supervisor:</b>
<b>Placement dates:</b>

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

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



Please provide feedback and details of the work students have done with you, giving constructive advice and positive feedback where appropriate:

<b>Work Experience Log Book</b>	<b>Y</b>	<b>N</b>
Has the student shown, discussed & completed their log book with you?		
Have you completed the Employers report in the student's log book?		

Signed: ..... Date:.....