

WORK
INTEGRATED
LEARNING

2015 EMPLOYER APPRAISAL FORM

Student Name: _____

WIL Workplace Co-ordinator: _____
(That is, your Work Integrated Learning Co-ordinator from the Centre who assisted you with, or confirmed this position prior to commencement – Rosemarie, Tania, Toni or Barry – Do NOT send this to the Academic Co-ordinator/department.)

Employer/Host Organisation: _____

Supervisor's Name: _____

Supervisor's Title: _____

Supervisor's Telephone Number: _____

Period Covered: From: _____ To: _____

Appraisal Number: Mid-point Final

On completion please:

- 1) be sure that **both parties sign** and indicate the current date in the appropriate spaces on Page 4;
- 2) ensure that the original is either scanned and emailed, faxed, hand-delivered or posted by the due date (tba) to your workplace Work Integrated Learning **Workplace** Co-ordinator at the address shown below;
- 3) **keep a copy** for your own records.

MAIN TASKS PERFORMED BY STUDENT DURING THIS PERIOD
(attach JD/PD if applicable)

PERFORMANCE ELEMENTS

1. Communication

	<i>N/A</i>	<i>Low</i>	←-----→	<i>High</i>
Expresses ideas and thoughts verbally	[]	[]	[]	[]
Expresses ideas and thoughts in written form	[]	[]	[]	[]
Exhibits good listening and comprehension skills	[]	[]	[]	[]
Keeps others adequately informed	[]	[]	[]	[]
Selects and uses appropriate communication methods	[]	[]	[]	[]

2. Client Service

	<i>N/A</i>	<i>Low</i>	←-----→	<i>High</i>
Displays courtesy and sensitivity	[]	[]	[]	[]
Manages difficult or emotional customer situations	[]	[]	[]	[]
Meets commitments	[]	[]	[]	[]
Responds promptly to customer needs	[]	[]	[]	[]
Solicits customer feedback to improve service	[]	[]	[]	[]

3. Grooming and Presentation

	<i>N/A</i>	<i>Low</i>	←-----→	<i>High</i>
Dresses appropriately for position	[]	[]	[]	[]
Keeps self well-groomed	[]	[]	[]	[]

4. Professionalism

	<i>N/A</i>	<i>Low</i>	←-----→	<i>High</i>
Understands general business practices	[]	[]	[]	[]
Manages competing demands	[]	[]	[]	[]
Responds to suggestions and guidance from supervisor	[]	[]	[]	[]

5. Accountability

	<i>N/A</i>	<i>Low</i>	←-----→	<i>High</i>
Understands assignments and follows instructions	[]	[]	[]	[]
Takes responsibility for own actions	[]	[]	[]	[]
Commits to doing the best job possible	[]	[]	[]	[]
Meets attendance and punctuality guidelines	[]	[]	[]	[]

6. Productivity

	<i>N/A</i>	<i>Low</i>	←-----→	<i>High</i>
Understands job requirements	[]	[]	[]	[]
Meets productivity standards	[]	[]	[]	[]
Completes work accurately and in a timely manner	[]	[]	[]	[]
Achieves established goals	[]	[]	[]	[]

7. Planning

	<i>N/A</i>	<i>Low</i>	←-----→	<i>High</i>
Prioritises and plans work activities	[]	[]	[]	[]
Uses time efficiently	[]	[]	[]	[]
Works in an organised manner	[]	[]	[]	[]

8. Technical Knowledge

	<i>N/A</i>	<i>Low</i>	←-----→	<i>High</i>
Understands operating systems	[]	[]	[]	[]
Uses computers effectively	[]	[]	[]	[]
Effectively applies technical knowledge	[]	[]	[]	[]

9. Analytical Skills and Problem Solving

	<i>N/A</i>	<i>Low</i>	←-----→	<i>High</i>
Gathers and analyses information skillfully	[]	[]	[]	[]
Resolves problems in early stages	[]	[]	[]	[]
Works well in group problem solving situations	[]	[]	[]	[]

10. Co-operation

	<i>N/A</i>	<i>Low</i>	←-----→	<i>High</i>
Establishes and maintains effective relations	[]	[]	[]	[]
Exhibits tact and consideration	[]	[]	[]	[]
Displays positive outlook and pleasant manner	[]	[]	[]	[]
Offers assistance and support to co-workers	[]	[]	[]	[]
Works co-operatively in group situations	[]	[]	[]	[]

11. Leadership

	<i>N/A</i>	<i>Low</i>	←-----→	<i>High</i>
Exhibits confidence in self and others	[]	[]	[]	[]
Reacts well under pressure	[]	[]	[]	[]

12. Initiative

	<i>N/A</i>	<i>Low</i>	←-----→	<i>High</i>
Assumes responsibility if and when required	[]	[]	[]	[]
Volunteers readily	[]	[]	[]	[]
Undertakes self-development activities	[]	[]	[]	[]
Seeks increased responsibilities	[]	[]	[]	[]
Looks for and takes advantage of opportunities	[]	[]	[]	[]
Asks for help when needed	[]	[]	[]	[]

SUMMARY

OVERALL RATING

N/A Low ←-----→ High
[] [] [] [] [] [] []

AREAS FOR IMPROVEMENT (SUPERVISOR TO COMPLETE)

SUPERVISOR COMMENTS:

Supervisor Signature

Supervisor Name

Date

FOR STUDENTS ENROLLED IN BBB3100 - BUSINESS INTEGRATED LEARNING ONLY ...

Please also complete the following:

As of the date of this Appraisal, this student has completed at least 150 hours work during the agreed period: Yes ...

If not, I verify that the student has completed _____ hours at this time.

Supervisor Signature

Supervisor Name

Date

EMPLOYEE/WIL STUDENT COMMENTS:

Employee/Student Signature

Employee/Student Name

Date