

EMPLOYER AND/OR SUPERVISOR EVALUATION SHEET.

Name of Employer: ROSS WOOD PRODUCTIONS Name of Student: Sasha Hadden

Address: 36 GOSBELL ST Year: _____
PADDINGTON

Phone: 3215154

To enable students to gain the most benefit from their Work Experience we would appreciate it very much if you would fill out this evaluation sheet and give it to the supervising teacher, the student, or mail it to the school in the week following Work Experience. We have tried to make it as simple as possible and would appreciate totally frank comments.

Would you mind filling out Part 1 BEFORE the start of the working week and Part 2 (overleaf) AFTER you have observed the student "on the job".

PART 1. (Please fill in before Work Experience if applicable.)

	Excellent	Good	Average	Fair Only	Poor
1. I would rate the student's letter of application as :	✓				
2. His/her telephone technique is:	✓				
3. In the job interview: appearance was :	✓				
manner and speech were:	✓				
interest and knowledge about the job were:	✓				
4. On the basis of the application, phone call and interview (whichever applies), I would rate the student's chances of being employed as:	✓				

(Please tick the appropriate square)

PART 2 (overleaf - please turn over)

SASHA HADDEN *10/25*

PART 2 (Please fill in after Work Experience)

PLEASE TICK THE APPROPRIATE COLUMN (ONLY IF APPLICABLE)

5. Attendance (indicate for each day)	<input checked="" type="checkbox"/> Mon. <input checked="" type="checkbox"/> Tues. <input checked="" type="checkbox"/> Wed. <input checked="" type="checkbox"/> Thurs. <input checked="" type="checkbox"/> Fri.				
	Excellent	Good	Average	Fair only	Poor
6. Suitability of dress for job:	<input checked="" type="checkbox"/>				
7. Punctuality (including after lunch and tea breaks)	<input checked="" type="checkbox"/>				
8. Conduct and general behaviour	<input checked="" type="checkbox"/>				
9. Courtesy	<input checked="" type="checkbox"/>				
10. Interest shown in the job	<input checked="" type="checkbox"/>				
11. Co-operation and willingness to follow instructions	<input checked="" type="checkbox"/>				
12. Ability to comprehend instructions	<input checked="" type="checkbox"/>				
13. Acceptance of criticism	<input checked="" type="checkbox"/>				
14. Willingness to work	<input checked="" type="checkbox"/>				
15. Standard of work	<input checked="" type="checkbox"/>				
16. Initiative/ability to work unsupervised	<input checked="" type="checkbox"/>				
17. Persistence/reaction to difficult jobs	<input checked="" type="checkbox"/>				
18. Concentration/ability to work for long periods	<input checked="" type="checkbox"/>				
19. Reliability/dependability	<input checked="" type="checkbox"/>				
20. Ability to mix with staff/clients	<input checked="" type="checkbox"/>				
21. Aptitude for this kind of work	<input checked="" type="checkbox"/>				

22. Are there any further remarks you would like to make about the student?
Sasha is very keen & we have no doubt that this is the area of employment that he will end up in.

23. Are you willing for the student to use this evaluation as a reference? Yes No

24. Are you willing to participate again next year in our work experience? Yes No

25. Do you wish to make any further comments on the work experience programme as a whole?

N. Richter
 Employer's Signature: Date: *27/6/88*