

Workplace Supervisor's Evaluation Report

Student Name **Student School**

Please comment on the performance of the student while at the workplace.

Attitude to the job	<input type="checkbox"/> Enthusiastic & interested	<input type="checkbox"/> Appears indifferent	<input type="checkbox"/> Poor attitude
Appearance and dress	<input type="checkbox"/> Well presented	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Requires improvement
Punctuality	<input type="checkbox"/> Always on time	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
Ability to work with others	<input type="checkbox"/> Works well in a team	<input type="checkbox"/> Prefers to work alone	<input type="checkbox"/> Difficult to work with
Ability to communicate	<input type="checkbox"/> Appropriate for work	<input type="checkbox"/> Occasionally has difficulty	<input type="checkbox"/> Requires assistance
Adjustment to work environment	<input type="checkbox"/> Settled immediately	<input type="checkbox"/> Settled in well after a while	<input type="checkbox"/> Experienced difficulty
Cooperation and conduct	<input type="checkbox"/> Always to a high standard	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Reluctant and/or inappropriate
Ability to follow instructions	<input type="checkbox"/> Shows good understanding	<input type="checkbox"/> Willing to seek clarification	<input type="checkbox"/> Needs close supervision
Attention to safety	<input type="checkbox"/> Always correct and safe	<input type="checkbox"/> Usually correct and safe	<input type="checkbox"/> Often incorrect and/or unsafe
Persistence with tasks given	<input type="checkbox"/> Highly motivated	<input type="checkbox"/> Needs encouragement	<input type="checkbox"/> Gives up easily
Quality of work	<input type="checkbox"/> Produces high quality work	<input type="checkbox"/> Tries to produce good work	<input type="checkbox"/> Produces poor quality work
Volume of work	<input type="checkbox"/> Completes more than expected	<input type="checkbox"/> Completes as expected	<input type="checkbox"/> Output is not sufficient
Initiative	<input type="checkbox"/> Actively seeks work	<input type="checkbox"/> Needs direction	<input type="checkbox"/> Avoids work
Knowledge acquired	<input type="checkbox"/> Adequate knowledge of work developed	<input type="checkbox"/> Knowledge developed in some areas	<input type="checkbox"/> Little effort made to develop knowledge

General Comments (optional)

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Supervisor's Name **Position**

Supervisor's Signature **Date**

*Thank you for participating in this important evaluation. Your feedback is important to us to ensure best practice implementation of the program
This survey may be returned by fax on 6583 4022.*

Mid Coast Connect is a not-for-profit organisation striving to assist young people with their transition from school into further education, training or employment

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