

**BRENTWOOD SECONDARY COLLEGE  
WORK EXPERIENCE STUDENT EVALUATION FORM**

Student Name: \_\_\_\_\_ Phone: 8545 0300  
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 3150  
 Employer's Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Type of Work: \_\_\_\_\_ Assessed by: \_\_\_\_\_  
 Dates of W/E: 20<sup>th</sup> June to 24<sup>th</sup> June, 2022 or \_\_\_\_\_

**DEMONSTRATED COMPETENCIES**

When assessing each attribute, choose the point on the scale that most closely describes the student being assessed and mark it with a tick in the box under the descriptor.

1. **Attendance and punctuality:** The extent to which the student meets the workplace requirements for attendance at work and punctuality.

1	2	3	4	5
Comes in late and leaves early; Late from breaks; Absent without reason	Punctuality and attendance are below average	Punctuality and attendance are satisfactory	Always punctual and rarely absent; Will put in extra time occasionally if asked	Always punctual; Excellent attendance; Will arrive early and stay late to get a task done

2. **Appearance and presentation:** The extent to which the student meets the standards of dress and appearance that are expected at the work situation.

1	2	3	4	5
Poor personal hygiene and grooming; Does not follow dress standards required at work situation	Appearance, personal presentation and dress standards could be improved	Dress standard, personal presentation and appearance are acceptable for the work situation	Above average appearance and presentation; Prepared to change appearance to suit workplace	Takes pride in appearance; Sets an example for others

3. **Working with others:** How well the student gets on with and co-operates with others at the work situation.

1	2	3	4	5
Uncooperative; Resists suggestions	Could be more cooperative at times	Cooperative, gets on well with work colleagues	Works well with others to achieve agreed outcomes; Generates goodwill amongst fellow workers	Actively helps others; Can lead, take responsibility and contribute ideas

4. **Communication and interpersonal skills:** The skills that the student shows when communicating on a face-to-face basis with fellow workers, customers and suppliers.

1	2	3	4	5
Poor listener; Avoids eye contact; inarticulate	Communication and interpersonal skills need to be improved to meet normal workplace standard	Generally communicates effectively	Good communication and people skills	Excellent communication and people skills; Confident and articulate; Listens well

5. **Time management:** How well the student can manage their workload and effort so that tasks are completed to the required standard and on time.

1	2	3	4	5
Requires constant reminding	Requires prompting to meet work schedules	Generally reliable and needs average supervision	Can work independently	Works independently; Can set goals and priorities, organizes time to achieve objectives

6. **Attitude/Motivation to the job:** The level of interest and motivation that the student shows.

1	2	3	4	5
Seems uninterested; Often lazy; Lacks respect	Works with variable commitment; At times needs to be pushed; Inconsistent effort	Generally a steady worker who meets required standards for the job	Does what is required well; Is prepared to make extra effort when asked	Highly motivated; keen; consistently gives 100%

7. **Ability to follow instructions and use initiative:** How the student follows instructions and shows initiative at work.

1	2	3	4	5
Ignores or fails to understand instructions; Does not pay attention	Often needs instructions and directions to be repeated	Generally follows instructions accurately, but needs supervision	Works independently after initial instructions	Inventive; Resourceful; Problem solver

8. **Ability to learn:** The student's willingness and ability to pick up new skills

1	2	3	4	5
Does not like being trained in new skills; Has to be shown several times before catching on	Often slow to pick up new knowledge and skills but gets there eventually	Willing to be trained and learns at an acceptable rate	Learns what is required quickly and easily	Learns quickly; Seeks out new skills and knowledge

9. **Positive self-attitude:** The extent to which the student is confident and positive in their attitude and behaviour.

1	2	3	4	5
Often lacks confidence; Nervous; Gives up easily	Could show more confidence and interest	Mostly confident, self-assured and goal orientated	Always confident, achievement orientated and assured	Very confident; Enthusiastic; Persistent; Energetic

10. **Quality of work:** The accuracy, care and quality standards that the student demonstrates at work.

1	2	3	4	5
Makes a lot of mistakes; Inaccurate; Careless	Inconsistent; Occasionally inaccurate and careless	Work is acceptable and within requirements	Work is usually of a good quality	Great attention paid to detail; Work is always of high quality; Demonstrated pride in work

Any other comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Would you consider in taking a student for work experience in the future YES / NO

**Please return the completed form to Brentwood by fax/mail/email and thank you for your cooperation.**