WORK EXPERIENCE PROGRAM 2015
HOST EMPLOYER STUDENT APPRAISAL
[ATTACHMENT D]

Student’s Name: ____________________________________________________________

Host Organisation: __________________________________________________________

Supervisor’s Name: __________________________________________________________

Dates Attended: ______________ _________

Masada College sincerely appreciates the time, mentoring and guidance you have invested in our student over their time with you on work experience.

Work Experience at Masada College is considered to be part of our total education program. It is intended to help students develop:

- **Self Knowledge and Understanding**: an awareness of their abilities, interests, values and constraints and apply this understanding to make appropriate, realistic career decisions.

- **Self-Management skills**: For students to take responsibility for themselves, have a personal vision and career goals. It is also about following through on their commitments and managing the activities in their life, both at school and extracurricular activities.

- **Career Management skills**: Learning how to proactively manage their own career and education. To be aware of what career opportunities exist and how to pursue them. To conduct themselves in a professional and appropriate way for the work context and to gain exposure to the culture of a workplace.

From your observation and supervision of this student during their work experience placement, please use this Student Appraisal to comment on the level of development of the above mentioned skills.

Should you have any questions, concerns or issues please contact me on 9449 3744.

Yours faithfully,

Suzy Hughes
Careers Adviser
1. Attendance & Punctuality

Was the student:
- Always on time ☐
- Mostly on time ☐
- Rarely on time ☐

Did the student:
- Have explained absences ☐
- Unexplained absences ☐
- Both ☐
- Neither ☐

Comments:

2. Interest & Enthusiasm

Did the student demonstrate a willingness to learn?
- Always ☐
- Mostly ☐
- Occasionally ☐
- Never ☐

Did the student ask questions?
- Always ☐
- Mostly ☐
- Occasionally ☐
- Never ☐

Comments:

3. Approach to work

Did the student (where possible) complete all work and tasks set?
- Always ☐
- Mostly ☐
- Occasionally ☐
- Never ☐

Did the student show initiative by offering solutions to problems or showing good judgement?
- Always ☐
- Mostly ☐
- Occasionally ☐
- Never ☐

When given, did the student accept and follow instructions?
- Always ☐
- Mostly ☐
- Occasionally ☐
- Never ☐

Comments:
4. Interaction
Where appropriate, did the student try to engage with clients/customers?
Always ☐ Mostly ☐ Occasionally ☐ Never ☐ N/A ☐

Did the student (where appropriate) try to engage and establish relations with colleagues?
Always ☐ Mostly ☐ Occasionally ☐ Never ☐ N/A ☐

Comments:

5. Employability skills
How would you rate the student’s current level of competency on the following employability skills?

Communication
Exemplary ☐ Exceeds ☐ Satisfactory ☐ In Development or ☐ Unsatisfactory ☐
Expectations

Working with others
Exemplary ☐ Exceeds ☐ Satisfactory ☐ In Development or ☐ Unsatisfactory ☐
Expectations

Initiative & enterprise
Exemplary ☐ Exceeds ☐ Satisfactory ☐ In Development or ☐ Unsatisfactory ☐
Expectations

Planning & organising
Exemplary ☐ Exceeds ☐ Satisfactory ☐ In Development or ☐ Unsatisfactory ☐
Expectations

Self-management
Exemplary ☐ Exceeds ☐ Satisfactory ☐ In Development or ☐ Unsatisfactory ☐
Expectations

Willingness to learn
Exemplary ☐ Exceeds ☐ Satisfactory ☐ In Development or ☐ Unsatisfactory ☐
Expectations

Use of technology
Exemplary ☐ Exceeds ☐ Satisfactory ☐ In Development or ☐ Unsatisfactory ☐
Expectations

Comments:
6. Overall Assessment
Did the student appear to benefit from this placement? Yes ☐ No ☐
Did any administrative or disciplinary problems arise? Yes ☐ No ☐

Comments:

Name of person completing form: _______________________________________________
Position: ___________________________________________________________________________
Signature: ___________________________________________________________________________
Date: _____/ _____ / 2015

Career Adviser contact details
Suzy Hughes
Phone: 02 9449 3744       E-mail: shughes@staff.masada.nsw.edu.au
Mobile: 0403479058

Please return completed appraisal to Suzy Hughes, Careers Adviser via the college office, by email to shughes@staff.masada.nsw.edu.au or fax to 02 9144 3722.