

# Work Experience Feedback Sheet

Learner Name: ..... Course: .....

<b>Organisation:</b>	<b>Contact:</b>				
<b>Type of Work:</b>	<b>Dates:</b>				
<b>Duration:</b>					
<b>Work Skills - How well did the learner perform in the following areas:</b>					
<i>1 - Over and above what was required 2 - Competent 3 - Room for improvement in some areas 4 - Needs to improve in many areas</i>					
<b>Activity</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>N/A</b>
Following instructions					
Efficiency in dealing with customers/visitors					
Answering the telephone					
Using the computer for data input					
Filing and sorting paperwork/stock/equipment					
Checking off deliveries					
Delivering packages					
Preparing incoming/outgoing post					
Using initiative in work environment					
Taking messages accurately and passing them on					
Keeping work area clean and tidy					
Wearing appropriate clothing for work activity (uniform, overalls, safety gear) where appropriate					
Taking account of Health and Safety in the workplace to protect self and others					
<b>Interpersonal Skills - How would you rate the learner in the following areas:</b>					
<i>1 - Excellent in this area 2 - Very good 3 - Satisfactory 4 - Needs to improve in this area</i>					
<b>Quality</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>N/A</b>
Appearance and cleanliness					
Punctuality and attendance					
General time-keeping throughout the working day					
Manner of communicating with people					
Recognise the need to act responsibly (self and others)					
Exercise judgement/commonsense in taking decisions					
Work without supervision when appropriate					
Sustain and complete tasks set					

<b>Interpersonal Skills - How would you rate the learner in the following areas:</b>					
<i>1 - Excellent in this area    2 - Very good    3 - Satisfactory    4 - Needs to improve in this area</i>					
<b>Quality</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>N/A</b>
Demonstrate honesty					
Demonstrate enthusiasm and enjoyment					
Work co-operatively as part of a team					
Work co-operatively with colleagues					
Work co-operatively with those in authority					
Demonstrate a commitment to learn and try new things					
Demonstrate a positive attitude towards a challenge					
Manage conflict in workplace appropriately					
Leave personal issues out of the workplace					
<b>Overall Comment</b>					

**Signed (Trainee)** ..... **Date** .....

**Signed (Employer)** ..... **Date** .....