



Work Experience Employer Report Form

Student Name Number of Days Attended

Company Name & Address

Description of Duties/Tasks Undertaken

Personal Qualities	Very Good	Good	Average	Below Average	Comments
Attendance					
Punctuality					
Dress/Appearance					
Attitude and Interest					
Self-Confidence					
Working Relationships					
Initiative (if appropriate)					
Adaptability					
Standard of Work					
Skills Shown					
Communication					
Working with others					
Problem Solving					
Improvement					

General Comments (including overall assessment and suggestions for improvement/progress)

.....

.....

Employer Signature Position

Student Signature Form Tutor Signature