|  |  |
| --- | --- |
| **Organisation name** |  |
| **Student name** |  |
| **Student’s job title** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employed from (dd/mm/yy)** |  | **Employed until (dd/mm/yy)** |  |
| **Holiday taken (days, weeks etc)** |  | **Sick leave taken (days, weeks etc)** |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **Type of employment:** | Full-time  \*Part-time (please give details below) |
| **\* If student worked part-time hours please give details here (eg. hours/week etc)** |  |

**Please score the student on the following:**

(A = Excellent / B = Good / C= Satisfactory / D = Fair / E= Poor)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Score**  **A to E** | **Comments** | | |
| Job knowledge |  |  | | |
| Work quality |  |  | | |
| Attendance Punctuality |  |  | | |
| Initiative |  |  | | |
| Communication/Listening skills |  |  | | |
| Attendance |  |  | | |
| Reliability |  |  | | |
|  | | | **Overall final grade** |  |

|  |
| --- |
| **Additional comments on performance or attitude:** |
| **Indicate further areas for improvement:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Supervisor Name** |  | **Signed** |  |
| **Date** |  | **Job title** |  |
| **Telephone** |  | **Email** |  |

**Thank you for completing this form. Please give the placement student a copy and send a copy to:**

**placementswork@leedsbeckett.ac.uk**

**Carnegie Placement and Employability Unit (CPEU), Leeds Beckett University,**

**Carnegie Hall G03, Headingley Campus, Leeds, LS6 3QQ**

**T: +44 (0) 113 812 6718, F: +44 (0) 113 812 6102**

**Thank you for completing this form. Please return to:**

**Carnegie Placement and Employability Unit (CPEU), Leeds Metropolitan University,**

**Cavendish G08, Headingley Campus, Leeds, LS6 3QU**

**T: +44 (0) 113 812 6718, F: +44 (0) 113 812 6102, E: placementswork@leedsmet.ac.uk**