



Australian Government



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Career Advice Australia



Linking Schools with Industry

BUSINESS SERVICES WORKPLACEMENT EMPLOYER ASSESSMENT OF STUDENT

NAME OF STUDENT: _____

STUDENT'S SCHOOL: _____

NAME OF ORGANISATION: _____

ADDRESS: _____

PERIOD OF WORK: From _____ to _____ DAYS ABSENT: _____

GENERAL ASSESSMENT:

RATING (Please circle the appropriate point of the scale.)

	POOR		EXCELLENT		
1. CONDUCT AND COURTESY	1	2	3	4	5
2. PERSONAL GROOMING	1	2	3	4	5
3. PUNCTUALITY	1	2	3	4	5
4. WILLINGNESS TO LEARN	1	2	3	4	5
5. INITIATIVE SHOWN	1	2	3	4	5
6. ABILITY TO FOLLOW DIRECTIONS	1	2	3	4	5
7. ABILITY TO COOPERATE WITH OTHER WORKERS	1	2	3	4	5
8. QUALITY OF WORK (according to workplace standards)	1	2	3	4	5
9. APTITUDE FOR THIS KIND OF WORK	1	2	3	4	5

COMMENTS REGARDING THE STUDENT:

SIGNED: _____ POSITION: _____

NAME: (Please print) _____ DATE: _____

Also funded by the Board of Vocational Education & Training. Supported by Fairfield City Council.

SUPERVISOR'S REPORT ON INDUSTRY SPECIFIC COMPETENCIES

While on workplacement, students are required to complete tasks that are related to competencies from the Business Services (Administration) national training package. Tasks should involve:

- I. instruction and demonstration given by the supervisor
- II. various opportunities to practise and satisfactorily complete set tasks

Please initial the appropriate column to indicate the tasks completed by the student on this placement.

Worksite Induction/Orientation	Completed
Pre-placement phone call or interview successfully completed.	
Workplace tour and instructions completed (introduction to staff, location of facilities, OHS and other employee responsibilities, etc.)	

Tasks Completed:

Communicate in the workplace	Satisfactory	Not yet satisfactory	N/A
Gather, convey and receive information and ideas			
Complete workplace documentation and correspondence			
Communicate in a way that responds positively to individual differences			

Deliver a service to customers	Satisfactory	Not yet satisfactory	N/A
Establish contact with customers			
Identify customer needs			
Deliver service to customers			
Process customer feedback			

Work effectively in a business environment	Satisfactory	Not yet satisfactory	N/A
Work within organisational requirements			
Work in a team			
Develop effective work habits			

Process and maintain workplace information	Satisfactory	Not yet satisfactory	N/A
Collect information			
Process workplace information			
Maintain information systems			

Participate in OHS processes	Satisfactory	Not yet satisfactory	N/A
Work safely			
Implement workplace safety requirements			
Participate in OHS consultative processes			
Follow safety procedures			

Participate in environmentally sustainable work practices	Satisfactory	Not yet satisfactory	N/A
Identify current resource use			
Comply with environmental regulations			

Seek opportunities to improve resource efficiency			
Organise and complete daily work activities	Satisfactory	Not yet satisfactory	N/A
Organise work schedule			
Complete work tasks			
Review work performance			
Work effectively with others	Satisfactory	Not yet satisfactory	N/A
Develop effective workplace relationships			
Contribute to workgroup activities			
Deal effectively with issues, problems and conflict			
Use business technology	Satisfactory	Not yet satisfactory	N/A
Select and use technology			
Process and organise data			
Maintain technology			
Handle Mail	Satisfactory	Not yet satisfactory	N/A
Receive and distribute incoming mail			
Collect and despatch outgoing mail			
Organise urgent and same day deliveries			
Develop keyboard skills	Satisfactory	Not yet satisfactory	N/A
Use safe work practices			
Identify and develop keyboard skills			
Check accuracy			
Produce simple word processed documents	Satisfactory	Not yet satisfactory	N/A
Prepare to produce documents			
Produce documents			
Finalise documents			
Create and use spreadsheets	Satisfactory	Not yet satisfactory	N/A
Select and prepare resources			
Create simple spreadsheets			
Produce simple charts			
Finalise spreadsheets			
Communicate electronically	Satisfactory	Not yet satisfactory	N/A
Implement procedures to send and receive electronic mail			
Manage electronic mail			
Collaborate online			

Create and use databases	Satisfactory	Not yet satisfactory	N/A
Create a simple database			
Create reports and queries			
Use database			

Create electronic presentations	Satisfactory	Not yet satisfactory	N/A
Prepare to create presentation			
Create presentation			
Finalise presentation			

SIGNED: _____ POSITION: _____

NAME: (Please print) _____ DATE: _____