

# Employer Assessment Form

## Assessment of student performance during work placement

#### **Notes for guidance**

The notes below suggest some of the factors that you might consider when assessing student performance.

1. **Ability to Learn and Use of Learning Opportunities**

Consider the ease with which the student is able to learn and her/ his attitude to new learning opportunities.

1. **Output of Work**

 Consider the student's capacity for work and the amount of work accomplished.

1. **Quality of Work**

Consider such factors as accuracy and presentation.

1. **Ability to Analyse Situations**

Consider how constructive the student's opinions and suggestions are and whether they show a realistic appreciation of situations.

1. **Degree of Supervision Required**

Consider how much supervision the student requires, her/his attitude to supervision and her/his ability to complete a task without excessive reminders or guidance.

1. **Interest and Motivation**

Consider how interested the student is in her/his work, and whether this interest is sustained. Also to what extent he has shown initiative.

1. **Reliability and Stability**

Consider how much self-reliance the student exhibits, also emotional stability particularly in stressful situations.

1. **Relations with Others**

Consider how the student relates to other members of staff including peers and those in positions of responsibility

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### Private and confidential

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| --- |
| Name of student: Nikki FairgrieveEmployer: Scottish Chamber OrchestraPeriod covered: From: 27 Jan 2015 To: 30 Jan 2015**Part A**Please **tick** one of the boxes to indicate the student’s level of performance |
|  | Not Satisfactory |  |  | Exceptional |
| 1. Ability to learn and use of learning opportunities
 |  |  |  |  |
| 1. Output of work
 |  |  |  |  |
| 1. Quality of work done
 |  |  |  |  |
| 1. Ability to analyse situations
 |  |  |  |  |
| 1. Degree of supervision required
 |  |  |  |  |
| 1. Interest and motivation
 |  |  |  |  |
| 1. Reliability and stability
 |  |  |  |  |
| 1. Relations with others:
2. Immediate colleagues
3. Management

c) Other staff |  |  |  |  |

|  |
| --- |
| 1. Any other comments on factors not covered under headings 1-8
 |
| 1. Overall assessment of performance during training period.

Include notes on any weaknesses, and ways in which they might be overcome.Nikki was very keen to learn and very interested in the classical music business. She was very interested to learn how to get into the world and what things she should be looking to do in order to put herself in the best possible place to succeed. She was inquisitive and interested and put in extra effort and hours to see the business in all its various guises. The SCO Connect team particularly enjoyed working with her during a number of public engagement activities and would like to include her in future projects. Nikki showed commitment, enthusiasm and a willingness to be part of a team that is well suited to this type of work. |
| **Part B: Declaration** |
| Sign.... .......................... |
| I confirm that the above named student has satisfactorily completed a work placement. |