



Granville South

Creative and Performing Arts High School



## Work Placement Report

Student Name: \_\_\_\_\_

Company/employer: \_\_\_\_\_

Tasks/duties performed:

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Competency	Performance level (please circle) 1=Low, 2=Satisfactory, 3=Good 4=Very Good, 5=Excellent					
<b>Self Management</b> Ability to organise, manage time and meet deadlines. Ability to work effectively and accept responsibility.	N/A	1	2	3	4	5
<b>Working with others</b> Ability to work with others and in teams	N/A	1	2	3	4	5
<b>Communication</b> Ability to communicate effectively in the workplace and understand instructions.	N/A	1	2	3	4	5
<b>Initiative</b> Ability to work independently and complete set tasks.	N/A	1	2	3	4	5
<b>Using technology</b> Ability to use work-related equipment and technology.	N/A	1	2	3	4	5

General Comments						
<b>Punctuality</b>	Always on time	<input type="radio"/>	Seldom late	<input type="radio"/>	Regularly late	<input type="radio"/>
<b>Appearance/dress</b>	Appropriate	<input type="radio"/>	Needs improvement	<input type="radio"/>	Inappropriate	<input type="radio"/>
<b>Attitude/motivation</b>	Very good	<input type="radio"/>	Good	<input type="radio"/>	Needs improvement	<input type="radio"/>
<b>Suitability for job</b>	High	<input type="radio"/>	Medium	<input type="radio"/>	Low	<input type="radio"/>
<b>Overall progress</b>	Very good	<input type="radio"/>	Good	<input type="radio"/>	Needs improvement	<input type="radio"/>

Other comments:

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Employer's Name

\_\_\_\_\_  
Employer's signature

\_\_\_\_\_  
Position/Section