

Employer Report Form

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| **Student name:** |  |
| **School:** |  |
| **Employer:** |  |
| **Address:** |  |
| **Supervisor** |  |
| **Contact telephone number:** |  |
| **Nature of work:**  |  |
| **Brief description of the student’s work whilst with you:**  |  |

**Please rate the student on the following criteria on a scale of 1-5 (1 being poor, 5 being outstanding) for both at the start and the end of the placement:**

|  |  |  |
| --- | --- | --- |
|  | **At the start** | **At the end** |
| **Communication (verbal and written)** |  |  |
| **Teamwork** |  |  |
| **Initiative** |  |  |
| **Planning and organisation** |  |  |
| **Time management** |  |  |
| **Attitude to learning** |  |  |
| **Ability to take feedback** |  |  |
| **Willingness to undertake tasks** |  |  |
| **Problem solving** |  |  |
| **Self-management** |  |  |

**Comments: Please comment on the student’s employability and work ready skills as well as general impression, skills and abilities. Please also note any improvements you’ve noticed in the student during the placement.**

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| **Employer Signature:** |  | **Date:** |  |
| **Student Signature:** |  |  |

**Thank you for taking the time to complete this form, it’s important we have this data back, so we can effectively evaluate the project.**

**Please email this form back to Justine Davis at** **justined@ebp.org.uk** **or post to Justine at EBP, Shaw House, Church Road, Newbury, Berkshire RG14 2DR. Alternatively if you have any queries, please phone 01635 279208.**