

FAN Student Evaluation

Company Name:

Industry:

Student Name:

Role student worked in:

Student's School/Tertiary Provider & Area of Study:

This evaluation should be completed by someone in the best possible position to evaluate the student's training, work and attitudes. A discussion by that person with the student to elaborate on the evaluation could be most beneficial to the student's personal and career development, and constructive criticism can be helpful for the student also.

Evaluation Performance Criteria

Please pick a statement that best evaluates the student and place a tick in the column beside that statement. If any of these criteria is not applicable, please mark "N/A".

	Exceptional	Average	Satisfactory	Below Standard
Personal appearance				
Interest in work				
Attendance				
Punctuality				
Willingness to learn				
Communication skills				
Initiative				
Motivation				
Attitude to Co-workers				
Attitude to Supervisors				
Attitude to Customers				
Self-management				
Work habits				
Completion of tasks				
Quality of work				
Safety in the workplace				
Additional comments:				

Overall Performance

In your observation of the student's overall performance, it would be beneficial for the student to have your feedback on his/her performance to enhance further work placements or future employment opportunities. Therefore, would you please comment on:

At least one POSITIVE aspect of the student's performance	ASPECT(s) of the student's performance needing further action (if any)
I consider this student to be work ready. Yes <input type="checkbox"/> No <input type="checkbox"/>	

Thank you for your contribution towards this student's evaluation – please return to the student or their workplace coordinator (as appropriate). *If you are willing to act as a referee for the student keep a copy for your own records to refer to at a later date.*

Name: Signature:

Date:

FAN Workplace Evaluation

Company Name:

Mentor/Supervisor Name:

Role student worked in:

This evaluation should be completed by the student at the end of their work placement or internship to evaluate the workplace experience.

Evaluation Criteria

Please pick a statement that best evaluates the experience and place a tick in the column beside that statement. If any of these criteria is not applicable, please mark "N/A".

The Experience	Disagree Strongly	Disagree	Disagree Slightly	Agree Slightly	Agree	Agree Strongly
The experience was well planned						
The experience was well organised						
The orientation I received was useful in becoming familiar with my co-workers/mentor						
The orientation I received was useful in becoming familiar with my work area						
The orientation I received was useful in becoming familiar with workplace health and safety procedures						
I knew what to do should an emergency occur						
I felt safe in my work environment						
The staff in my work area were friendly and helpful.						
I always knew who I could go to for help or assistance.						
I was exposed to a good variety of workplace activities						
I learned a lot during the experience.						
The experience helped me make a decision about my future career/studies.						
I would recommend a similar experience in this workplace to other students.						
I would consider coming to work for this Company in the future.						
Additional comments:						

My Mentor/Supervisor	Disagree Strongly	Disagree	Disagree Slightly	Agree Slightly	Agree	Agree Strongly
Introduced me to people						
Explained how things work in the workplace						
Was approachable						
Encouraged questions						
Was supportive						
Was available when I needed help or assistance						
Talked to me about the industry						
Talked to me about career options						
Told me their career story						
Talked to me about my studies and career aspirations						
Additional comments:						

Overall Performance

In your observation of the mentor’s overall performance, it would be beneficial for the mentor to have your feedback on his/her performance to enhance their development. Therefore, would you please comment on:

At least one POSITIVE aspect of the mentor’s performance	ASPECT(S) of mentor’s performance needing further action (if any)

Thank you for your contribution towards this workplace evaluation.

Name: Date:

Email / mobile number (if you wish to be contacted for future opportunities in this workplace):

FAN Experience Evaluation

It is a useful exercise for a workplace to evaluate a work experience or internship from their perspective – particularly if the experience was not ideal. It is an opportunity to review why and look for improvements for next time. If the experience did not go well do not be discouraged from trying again. If you would like extra support or guidance, contact Smart Waikato.

Mentor/Supervisor Name:

Youth Name:

Role youth worked in:

Type of experience: Work experience/ Internship/ Cadetship/ Apprenticeship/ Employment

This person could be a good future employee: Yes / No

If yes, employee’s email address/mobile phone number:

Evaluation Criteria

Please pick a statement that best evaluates the experience and place a tick in the column beside that statement. If any of these criteria is not applicable, please mark “NA”.

The Experience	Agree	Disagree	Notes for improvement
The experience was well planned			
The selection process was satisfactory			
The young person seemed to have a good understanding of the workplace following induction			
The young person knew who to go to for help or assistance			
The young person understood what to do and how to behave			
The experience was well organised			
The experience created minimal disruption to the workplace			
The team generally responded positively to having a young person in the workplace			
The young person had as much practical experience as possible			
Assigning a mentor worked well			

The mentor was able to balance mentoring and their workload			
The mentor found it to be a good experience			
Key objectives of the experience were achieved			
The experience was of value to the young person			
The experience was of value to the workplace			
I had all the resources necessary to create a positive experience			
Additional comments:			

Overall Review

Write bullet points of your overall evaluation of the experience:

POSITIVE aspects of the experience	AREAS for improvement

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