



Scoil Mhuire

Community School, Clane, Co. Kildare

Tel: 045 - 868121 Fax: 045 - 868788

Dear Employer,

Please find enclosed a copy of the student's final report of his/her work experience. It would really be appreciated if you could fill out the form and return it to me as soon as possible.

I would like to thank you for giving our student the opportunity to learn from their time with you and I hope you were happy with his/her effort over the week.

Yours sincerely,

Aedamar O Reilly

Work Experience Co-ordinator

Work Experience Employer's Report

This school appreciates very much the ongoing co-operation of employers who provide work experience opportunities for our students. Such placements tend to be of great benefit to students. This form is an important record of their performance with your organisation. It will be much appreciated if it is completed as fully and as accurately as possible.

Thank you.

Ms A O'Reilly
Co-Ordinator
Work Experience Programme

Company / Organisation

Student

<u>Placement Dates:</u> From: _____ To: _____

Please rate the student's performance under each of the following:

(4 = Excellent; 3 = Good; 2 = Fair; 1 = Poor)

Attendance	<input type="checkbox"/>	Communication Skills	<input type="checkbox"/>
Punctuality	<input type="checkbox"/>	Performance of Tasks	<input type="checkbox"/>
Willingness to Learn	<input type="checkbox"/>	Interest	<input type="checkbox"/>
Co-operation with Supervisors	<input type="checkbox"/>	Use of Equipment	<input type="checkbox"/>
Co-operation with Others	<input type="checkbox"/>	Quality of Work	<input type="checkbox"/>

Additional Comments:

Supervisor