

WORK INTEGRATED LEARNING

2020 INTERNSHIP STUDENT APPRAISAL FORM

Student Name:			_
WIL Workplace Co-	ordinator/s:		
********	*********	********	
Employer/Host Org	anisation:		_
Internship Project	Name:		_
Internship Project	Supervisor's Name); 	_
Project Supervisor	's Title:		
Project Supervisor	's Mob/Ph:		_
Project Dates:	From:	To:	_
	dged with your ACADEMIC	rent date in the appropriate spaces on Page 4; CONVENOR through VU Collaborate by the DUE DATE	: <i>;</i>
,,			
MASTERS Students Summary of Projec		formed during this period:	

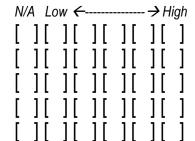
WORK INTEGRATED LEARNING

VU BUSINESS SCHOOL FOOTSCRAY PARK CAMPUS - ROOM G403-5 PO BOX 14428 MELBOURNE VICTORIA 8001 T 03 9919 4889 E WIL@VU.EDU.AU WWW.VU.EDU.AU

PERFORMANCE ELEMENTS

1. Communication

Expresses ideas and thoughts verbally
Expresses ideas and thoughts in written form
Exhibits good listening and comprehension skills
Keeps others adequately informed
Selects and uses appropriate communication methods



2. Client Service

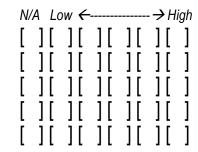
Displays courtesy and sensitivity

Manages difficult or emotional customer situations

Meets commitments

Responds promptly to customer needs

Solicits customer feedback to improve service



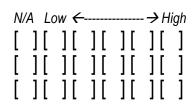
3. Grooming and Presentation

Dresses appropriately for position Keeps self well-groomed

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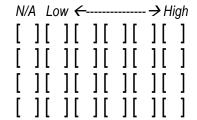
4. Professionalism

Understands general business practices
Manages competing demands
Responds to suggestions and guidance from supervisor



5. Accountability

Understands assignments and follows instructions
Takes responsibility for own actions
Commits to doing the best job possible
Meets attendance and punctuality guidelines



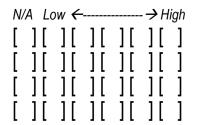
6. Productivity

Understands job requirements

Meets productivity standards

Completes work accurately and in a timely manner

Achieves established goals



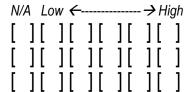
7. Planning

Prioritises and plans work activities
Uses time efficiently
Works in an organised manner

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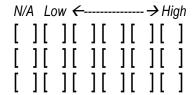
8. Technical Knowledge

Understands operating systems
Uses computers effectively
Effectively applies technical knowledge



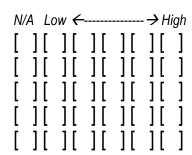
9. Analytical Skills and Problem Solving

Gathers and analyses information skillfully Resolves problems in early stages Works well in group problem solving situations



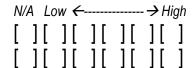
10. Co-operation

Establishes and maintains effective relations
Exhibits tact and consideration
Displays positive outlook and pleasant manner
Offers assistance and support to co-workers
Works co-operatively in group situations



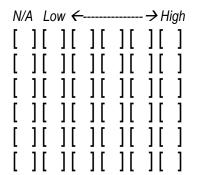
11. Leadership

Exhibits confidence in self and others Reacts well under pressure



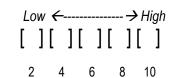
12. Initiative

Assumes responsibility if and when required
Volunteers readily
Undertakes self-development activities
Seeks increased responsibilities
Looks for and takes advantage of opportunities
Asks for help when needed



SUMMARY

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Score for Marking:

PROJECT SUPERVISOR COMMENTS: Supervisor Signature Supervisor Name Date BBB7000 - INTERNSHIP - WORKPLACE HOURS / DURATION SUPERVISORS Please also complete the following: As of the date of this Appraisal, to the best of my knowledge this student has completed at least 90 hours work of project: If not, I verify that the student has completed hours at this time. Supervisor Signature Supervisor Name Date NTERNSHIP/WIL STUDENT COMMENTS: REQUIRED:	The Likert scale rating above will be translate	d to an assessment mark for this Unit.	
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