Work Sample Review & Reflection

Review & Reflection

Session schedule

11:45am – 12:15pm: Reflection
Spend thirty minutes analysing your work sample using the work sample debrief, model answer and the reflection criteria below as a guide.

12:15pm – 12:45pm: Communication and feedback
Spend this time reviewing your work sample with a peer within 1:1 Networking. You will be randomly paired with someone to reflect on how you both approached the tasks and how you have assessed your own work. Don't worry if the person you're paired with worked on a different work sample to you; this exercise will provide you with valuable insights into different aspects of the industry and different ways of working, as well as being a good test of your communication skills.

12:45pm – 1:00pm: Submission
Use this time to complete the submission form sent to you via email. You will upload the link to your work sample, as well as completing the feedback summary questions.

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Reflection

Use the guide below to think about the various aspects of your work sample and consider how well you addressed each point. You'll find a full breakdown of considerations and a helpful rating system for each criteria on the following page.

This self-evaluation will **not** be visible to partner firms and will **not** be recorded for future review or attached to your Bright Network member profile. It is simply an exercise in self-reflection, with honest and constructive critical analysis designed to offer greater clarity of thought and aid future decision making.

- **Persistence & Research** – evidence of resilience and pushing through to answer questions you previously did not know the answer to

- **Knowledge & Comprehension** – clearly understood the brief set and confidently attempted all parts of the challenge

- **Creativity & Design** – nuanced, innovative and well thought out approach to designing the solution

- **Code Structure & Clean Code** – demonstrated the ability to produce understandable, consistent and maintainable clean code

- **Problem Solving, Analysis, Evaluation** – drew reasoned and systematic conclusions from new challenges presented, re-evaluating and adapting where needed throughout the process

- **Parts completed** – attempt to produce workable solutions to each part of the challenge

Criteria	Rating Achieved
Persistence & Research	
Knowledge and Comprehension	
Creativity & Design	
Code Structure & Clean Code	
Problem Solving, Analysis, Evaluation	
Parts Completed	
Overall Score	/24

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Criteria	1 = Does not meet expectations	2 = Meets some but not all expectations	3 = Achieves Expectations	4 = Exceeds all expectations
Persistence & Research	Few attempts made to find solutions to issues and challenges	Some attempts made to find workable solutions and persevere in the challenge	Multiple examples of resilience and determination to succeed when presented with problems and stumbling blocks	High degree of resilience and resourcefulness, demonstrated by pushing through to find workable solutions to problems that would have previously been out of reach
Knowledge and Comprehension	Does not address most of the challenge and leaves many areas unaddressed	Attempts some aspects of the challenge, with some inaccurate interpretations of the challenge and desired outcome	Attempts most aspects of the challenge thoroughly, demonstrating a good understanding of the task	Attempts all aspects of the challenge thoroughly and comprehensively. Shows strong development of understanding, drawing on the internship experience
Creativity and Design	Lacks creativity and minimal thought process when considering the solution	Some creativity and certain aspects demonstrate a nuanced, innovative approach to designing the solution	A clear sense of creativity and well-thought out innovation when considering the design and planning of the solution	Highly creative and shows a very nuanced and unique approach to designing the solution, using innovative methods and well thought out processes
Code Structure & Clean Code	Poor code structure with multiple inaccuracies	Errors in places. Methodology is sound but lacks a degree of accuracy	Logical structure, strong methodology presented in a technically sound manner. Coding is clear and consistent with a few errors	Strong methodology with understandable, consistent and maintainable clean code. Little to no errors
Problem Solving, Analysis, Evaluation	Few instances of attempting to solve the problem, sparce evidence of adapting and re-evaluating	Some evidence of adapting and re-evaluating, with attempts to logically solve challenges, but with errors in the solution	Sound analytical reasoning, good ability to react to new challenges and re-evaluate the situation. Sustained attempt to address the challenges	Excellent analysis and re-evaluation of issues throughout. Demonstrates the ability to adapt and respond to challenges successfully as they present themselves
Parts Completed	Part 1 successfully attempted	Part 2 successfully attempted	Part 3 successfully attempted	Part 4 successfully attempted

Communication and feedback

For the second half of this review and reflection session you will be randomly paired up with a peer within 1:1 Networking to reflect on how you approached the task and how you have assessed your own work.

Don't worry if the person you're paired with worked on a different work sample to you; this exercise will provide you with valuable insights into different aspects of the industry and different ways of working, as well as being a good test of your communication skills.

The feedback session will be thirty minutes in total and you will be expected to have fifteen minutes each to reflect on your work. Spend roughly 5 minutes presenting your work sample and 10 minutes explaining your decision making, identifying your strengths and weaknesses and answering questions from your peer.

You can share your work sample by finding the person you're matched with under the 'People' tab and sending your shareable link via the Direct Messaging function.

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Presenting, communicating and receiving feedback

Presenting and communicating:

- Honing your ability to communicate and present can improve the first impression you give off, the extent to which people will remember you and the way in which your capabilities will be perceived

- Speak clearly at a reasonable pace and try to be engaging

- Give a clear and concise overview of your work sample, keeping in mind that your peer may have worked on a different task or may have approached the one you completed in a totally different way

Receiving feedback:

- **The ability to receive feedback is an essential skill to ensure you** continually develop your technical, commercial and interpersonal skills

- Be receptive, not defensive. Be responsive, resilient and adaptable. Be open to feedback and listen objectively.

- Asking questions can help to show your feedbacker that you are listening intently and taking the feedback on board, as well as encouraging further discussion and new ideas

- Hearing another person's perspective can encourage lateral thinking and better results

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Offering feedback

Delivery:

- Keep it constructive. You may have spotted something negative, but try to frame it positively by also identifying successful elements within the section you're discussing

- Be specific and give actionable advice

- Choose your language carefully

Questions to consider asking your peer:

- What do you think was the most successful aspect of your work sample and why?

- Which area of your work sample do you think has the most room for improvement?

- What steps would you take to make these improvements now or on future projects?

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