

FINAL APPRAISAL REPORT

Student's Name			
Property/Company Name		Department	
Manager's Name			
ITS Mentor's Name			
I hereby declare that the student is planning to complete (or have successfully completed) _____ hours of work by the end of their placement. Manager's Signature _____			

Student's Core Competencies	Description	Final Evaluation				
		Exceptional (5 marks)	Very Good (4 marks)	Meets Expectations (3 marks)	Needs Improvement (2 marks)	Unsatisfactory (1 mark)
Understanding & Communication	Follow instructions, seek guidance when necessary, Ability to express oneself clearly and be easily understood by all team members and guests					
Behaviour & Performance	Presentable, Respect his/her Superiors/Managers, Positive Attitude, Abide by the Rules & Regulations. Ability to perform under pressure					
Self Motivation	Demonstrate an active desire to learn, be willing to accept new challenges					
Teamwork	Ability to contribute to teamwork and to support fellow team members					
Attendance	Punctual, Flexible, Achieve an average of 40 hours per week throughout the 14 weeks					

Which immediate/future actions are going to be taken/recommended to improve the student's performance?

Student's comments on this appraisal report (include the actions that you are committing to improve)

OVERALL ASSESSMENT MARK:
(THIS MARK MUST BE GIVEN BY ITS MENTOR)

_____/25

ITS Mentor's Signature

Student's Signature

Date