

FIRST APPRAISAL REPORT

Student's Name:			
Property's Name:		Department:	
Mentor's Name & Designation:			

Student's Core Competencies	Evaluation		Remarks on the Evaluation
<u>Understanding</u> Ability to grasp concepts and ideas quickly; to solve challenges.	A		
	B		
	C		
	D		
	E		
	F		
<u>Self-Motivation</u> Ability to identify personal objectives and show commitment to achieving them; taking initiative.	A		
	B		
	C		
	D		
	E		
	F		
<u>Motivating Others</u> Ability to energise fellow team members and colleagues.	A		
	B		
	C		
	D		
	E		
	F		
<u>Teamwork</u> Ability to contribute to teamwork and to help out/support fellow team members when necessary.	A		
	B		
	C		
	D		
	E		
	F		
<u>Communication</u> Ability to express oneself clearly and be easily understood by all team members (oral & written).	A		
	B		
	C		
	D		
	E		
	F		

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Student's Core Competencies	Evaluation		Remarks on the Evaluation
Performance Under Pressure Ability to perform tasks under pressure.	A		
	B		
	C		
	D		
	E		
	F		
Social Skills Ability to build relationships and respond to customer needs.	A		
	B		
	C		
	D		
	E		
	F		

Assessment of Performance

This appraisal form aims to cover all issues which relate to the overall development of the student

A=Outstanding

B=Very Good

C=Working to required standards

D=Just Satisfactory

E=Just Unsatisfied

F=Requires Significant Improvement

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, to further improve)

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

_____/100

Mentor's Signature

Student's Signature

Date: _____