



The
University
Of
Sheffield.

Human
Resources.

WORK EXPERIENCE PLACEMENT – INTERNAL FEEDBACK FORM

Department:

Dates from: to:

Name of supervisor:

Role undertaken:

Student Name: Student Age:

School/College:

Aim – What was the overall aim of the placement?	
Objectives – What objectives were set and were they achieved?	
Successes – Which elements of the placement went well?	
Improvements – Which elements of the placement could have been improved?	
Costs – Were any costs incurred by the department in supporting the placement?	

Overall how would you score the placement in terms of its aims and objectives?

- Excellent** – The aim and objectives were all met or exceeded.
- Good** – The aim and objectives were all met.
- Adequate** – The overall aim was met, but some of the other objectives were not.
- Poor** - The overall aim of the project was not met.

Additional Comments: (please include any information you feel would be useful for the planning of future work experience placements)

Overall how would you score the placement in terms of administration?

- Excellent** – The administrative arrangements contributed fully to the success of the placement.
- Good** – Any minor administrative problems were overcome easily without detracting from the success of the placement.
- Adequate** – Administrative arrangements needed effort to resolve problems, but did not have significant impact on the success of the placement.
- Poor** – Administrative arrangements were inadequate, required considerable effort to resolve problems and had a detrimental impact on the overall success of the placement.

Additional Comments: (please include any information you feel would be useful for the planning of future work experience placements)

HUR/WorkExp

Name:

Signed:

Date:

Please send completed form to your customary HR Adviser. Information provided will be treated in confidence and will be used to identify potential improvements for future work experience placements.