

Student Information: This PLAR Fieldwork 'Professional Skills Evaluation' is to be completed by your PLAR referee and/or supervisor. The person that you ask to complete this reference form should be a person who observed you during your work duties, so they can evaluate your professional skills and abilities.

**SECTION I:**

Name of Student Applicant

Applicant's Phone:

Applicants Email:

Employer/School/Club:

Employer/ School/Club Address:

Employer/ School/Club Phone:

Supervisor Name:

Supervisor Phone:

Supervisor Email:

Work/Volunteer Start Date and End Date:

Number of Hours per Week:

Total Hours Completed:

Job Title of Applicant:

Description of Duties (brief)

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**SECTION II:**

Please check **one line**, in each of the 16 categories, that best describes the applicant's performance during the work/volunteer time. To calculate total marks at the end, simply add all of the marks (marks identified in brackets) for each of your 14 assigned check marks.

<p><b>1. Attitude - Application to Work</b></p> <input type="checkbox"/> __ Outstanding in enthusiasm (4) <input type="checkbox"/> __ Very interested and industrious (3) <input type="checkbox"/> __ Average in diligence and interest (2) <input type="checkbox"/> __ Somewhat indifferent (1) <input type="checkbox"/> __ Definitely not interested (0)	<p><b>2. Ability to Learn</b></p> <input type="checkbox"/> __ Learned work exceptionally well (4) <input type="checkbox"/> __ Learned work readily (3) <input type="checkbox"/> __ Average in understanding work (2) <input type="checkbox"/> __ Rather slow in learning (1) <input type="checkbox"/> __ Very slow to learn (0)	<p><b>Communication Skills</b></p> <p><b>3. Oral</b></p> <input type="checkbox"/> __ Very good (2) <input type="checkbox"/> __ Satisfactory (1) <input type="checkbox"/> __ Need improve(0) <p><b>4. Written</b></p> <input type="checkbox"/> __ Very good (2) <input type="checkbox"/> __ Satisfactory (1) <input type="checkbox"/> __ Need improve (0)	
<p><b>5. Initiative</b></p> <input type="checkbox"/> __ Self-starter – seeks work (4) <input type="checkbox"/> __ Starts independently at times (3) <input type="checkbox"/> __ Does all assigned work (2) <input type="checkbox"/> __ Hesitates (1) <input type="checkbox"/> __ Lacks motivation (0)	<p><b>6. Sense of Responsibility</b></p> <input type="checkbox"/> __ Exceptionally responsible (4) <input type="checkbox"/> __ More responsible than average (3) <input type="checkbox"/> __ Adequate (2) <input type="checkbox"/> __ Rarely accepts responsibility (1) <input type="checkbox"/> __ Irresponsible (0)	<p><b>7. Quality of Work</b></p> <input type="checkbox"/> __ Excellent (4) <input type="checkbox"/> __ Good (3) <input type="checkbox"/> __ Average (2) <input type="checkbox"/> __ Below average (1) <input type="checkbox"/> __ Very poor (0)	
<p><b>8. Relations with Others</b></p> <input type="checkbox"/> __ Exceptionally well accepted (4) <input type="checkbox"/> __ Works well with others (3) <input type="checkbox"/> __ Gets along satisfactorily (2) <input type="checkbox"/> __ Has difficulty working with others (1) <input type="checkbox"/> __ Works very poorly with others (0)	<p><b>9. Judgement</b></p> <input type="checkbox"/> __ Exceptionally mature in judgement (4) <input type="checkbox"/> __ Above average in making decisions (3) <input type="checkbox"/> __ Usually makes the right decision (2) <input type="checkbox"/> __ Often displays poor judgement (1) <input type="checkbox"/> __ Consistently displays bad judgement (0)	<p><b>10. Organization and Planning</b></p> <input type="checkbox"/> __ Excellent ability to manage time and schedule tasks (4) <input type="checkbox"/> __ Good ability to organize (3) <input type="checkbox"/> __ Adequate (2) <input type="checkbox"/> __ Inconsistent organization & planning (1) <input type="checkbox"/> __ Disorganized; fails to plan (0)	
<p><b>11. Organization Skills</b></p> <input type="checkbox"/> __ Excellent preparation and organization in leadership(4) <input type="checkbox"/> __ Often prepared and meets most organizational challenges(3) <input type="checkbox"/> __ Average ability to prepare and organize (2) <input type="checkbox"/> __ Has difficulty perceiving what need to be organized (1) <input type="checkbox"/> __ Poor organizational skills (0)	<p><b>12. Leadership Skills</b></p> <input type="checkbox"/> __ Leads individuals and/or groups extremely well (4) <input type="checkbox"/> __ Good leadership skills (3) <input type="checkbox"/> __ Satisfactory leadership skills (2) <input type="checkbox"/> __ Inconsistent leadership skills (1) <input type="checkbox"/> __ Poor leadership skills (0)		
<p><b>13. Attendance</b></p> <input type="checkbox"/> __ Regular (1) <input type="checkbox"/> __ Irregular (0)	<p><b>14. Grooming</b></p> <input type="checkbox"/> __ Appropriate(2) <input type="checkbox"/> __ Inconsistent(1) <input type="checkbox"/> __ Inappropriate (0)	<p><b>15.Punctuality</b></p> <input type="checkbox"/> __ Good (2) <input type="checkbox"/> __ Inconsistent(1) <input type="checkbox"/> __ Poor (0)	
<p><b>16. Safety Procedures</b></p> <input type="checkbox"/> __ Satisfactory (1) <input type="checkbox"/> __ Unsatisfactory (0)			
<p><b>Total Marks: _____ / 50 marks</b></p>			

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**SECTION III:**

[Greyed-out text area]

Describe the applicant's ability to lead as a practitioner.

[Greyed-out text area]

What would you identify as the applicant's particular strengths?

[Greyed-out text area]

Did you perceive any particular areas of difficulty with this applicant? (Please specify.)

\_\_\_\_\_  
Signature of Employer/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Relationship to Applicant

\_\_\_\_\_  
Employer/Supervisor Contact Phone Number

