

Work Placement Diary

Part 1: General Information

Name of student _____

Class _____

Date of Placement _____

Name of Employer _____

Address of Employer _____

1. Description of placement (size of company/business/ type of business/ number of employees etc)

2. Why did you select this particular placement?

3. How did you get the placement?

Part 3: Evaluation.

Overall evaluation of the experience (see attached photocopy of sample evaluation).

- 1. Would this career interest you in the future? Why/ why not?
Would this type of working environment suit you (e.g office environment/
outdoors/ classroom)?**

- 2. What was the most important skill acquired/ learning made (even if the work did
not suit you)?**

- 3. How did you relate to staff/ customers?**

- 4. Challenges/ problems you encountered and how you responded to them.**

- 5. What feedback did you receive from your employer or other staff (comments/
praise/ suggestions on work done/ comments at the end of the placement)?**

6. Overall comments on your week.
