

Feedback Assessment Tool

Student / Group Name:	Date:
School / College:	Name of employer providing feedback:

Communication skills demonstrated:	Highly competent	Competent - Minor Development Opportunities	Development Opportunities	Area for Improvement
Body language				
Eye contact				
Tone of voice				
Style of language				
Pace of delivery				
Level of preparation				
Use of visual aids				
Additional comments:				

Teamwork: (only applicable to group presentations)

To what extent was input from all team members evident?				
To what extent was it evident that team members were organised?				
To what extent was it clear that team members supported each other?				
Additional comments:				

Module 2: Travel Plan (presentation content) if completed

To what extent did the student(s) summarise their travel plan and share their findings?				
To what extent did the student(s) provide feedback to employers regarding the importance of accessibility to the workplace?				
To what extent did the student(s) provide additional useful information to you as the employer?				
Additional comments:				

Module 5: Being an effective employee (presentation content) if completed

To what extent did the student(s) identify relevant company values?

To what extent did the student(s) successfully communicate how they would demonstrate the identified company values?

To what extent did the student(s) provide examples to support their ability to demonstrate values?

Additional comments:

Module 8: Work place challenge (presentation content)

To what extent did the student(s) successfully address the company workplace challenge?

To what extent did the student(s) use appropriate terminology and vocabulary?

To what extent was the use of research / supporting evidence apparent?

How creative / innovative were the student's solutions to the workplace challenge?

Additional comments: