# Review planning checklist

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Fair** | **Good** | **Very good** | **Excellent** | **Exceptional** | **Poor** | **Very Poor** |
| **Personal** | | | | | | | |
| Attendance |  |  |  |  |  |  |  |
| Punctuality |  |  |  |  |  |  |  |
| Appearance |  |  |  |  |  |  |  |
| **Communication** | | | | | | | |
| Listening & responding to colleagues |  |  |  |  |  |  |  |
| Producing written materials |  |  |  |  |  |  |  |
| Speaking appropriately to colleagues and customers |  |  |  |  |  |  |  |
| **Working with others** | | | | | | | |
| Relationship with supervisor |  |  |  |  |  |  |  |
| Relationship with colleagues |  |  |  |  |  |  |  |
| Ability to follow instructions |  |  |  |  |  |  |  |
| **Improving own learning and performance** | | | | | | | |
| Motivation and enthusiasm |  |  |  |  |  |  |  |
| Achievement of aims and objectives |  |  |  |  |  |  |  |
| Ability to work unsupervised |  |  |  |  |  |  |  |
| **Problem solving** | | | | | | | |
| Ability to identify a problem |  |  |  |  |  |  |  |
| Willingness to seek appropriate solutions |  |  |  |  |  |  |  |
| Decision making |  |  |  |  |  |  |  |
| **Behaviour & attitude** | | | | | | | |
| Does behaviour meet company standards |  |  |  |  |  |  |  |
| Is their attitude in line with your company's policy |  |  |  |  |  |  |  |
| **Placement role & responsibility** | | | | | | | |
| Has the student an understanding of their role within placement |  |  |  |  |  |  |  |
| Is the student responsible enough to work on their own initiative |  |  |  |  |  |  |  |