

## Your Reference

When leaving a course or a job it is sometimes necessary to ask for a reference. When you finish work experience your supervisor will have to fill out an Employer's Assessment Form rating you on different aspects.

What will your referees say about you?

Rate yourself on the following qualities: (✓)

**Important: Do the questionnaire on the next pages first to help you fill in the assessment on this page.**

**Be honest with yourself!!**

Qualities	Excellent	Good	Fair	Poor
Attendance				
Punctuality				
Ability to work on own initiative				
Quality of work				
Ability to follow instructions				
Use of equipment				
Aptitude/interest in work				
Relating to senior staff/superiors/management				
Relating to co-workers/other staff				
Observance of health/safety regulations				
Appropriate dress				

**Think about your personal record in:**

**Attendance**

In your last job or on a course:

Did you attend every day? \_\_\_\_\_

What prevented you from coming to work/class? \_\_\_\_\_

Was it a good reason for not attending? \_\_\_\_\_

Did you look for any excuse not to attend? \_\_\_\_\_

Were you worried about not attending? \_\_\_\_\_

How many days did you miss? (approx) \_\_\_\_\_

**Punctuality**

In your last job or on a course:

Were you always early? \_\_\_\_\_

Were you always just in time? \_\_\_\_\_

Were you never late? \_\_\_\_\_

Were you always a little late? \_\_\_\_\_

Were they good reasons for being late? \_\_\_\_\_

Were you worried about being late? \_\_\_\_\_

How many times were you very late? (approx) \_\_\_\_\_

**Initiative**

Do you always have to be told what to do? \_\_\_\_\_

Do you avoid extra work? \_\_\_\_\_

Do you ask for extra work? \_\_\_\_\_

Can you decide what needs to be done? \_\_\_\_\_

Do you think about ways of doing a job/task more efficiently ? \_\_\_\_\_

Do people ask your opinion? \_\_\_\_\_

Do people rely on you? \_\_\_\_\_

**Quality of Work**

Are you proud of your work? \_\_\_\_\_

Do you feel you always do a job/task well? \_\_\_\_\_

Do you check what you have done? \_\_\_\_\_

Do you finish what you start? \_\_\_\_\_

Do you leave work for other people? \_\_\_\_\_

Would you mind somebody checking your work? \_\_\_\_\_

### Use of Equipment

Are you nervous of equipment/ machines? \_\_\_\_\_

Did you learn how to use any equipment? \_\_\_\_\_

Are you confident when you learn  
to use equipment? \_\_\_\_\_

Do you worry about breaking things? \_\_\_\_\_

Can you teach other people how to use equipment? \_\_\_\_\_

### Aptitude/Interest

In your last job or on a course:

Did you like it? \_\_\_\_\_

Were you interested in your work? \_\_\_\_\_

Did you get bored easily? \_\_\_\_\_

Were you waiting for the day to end? \_\_\_\_\_

Do you know why you liked it? \_\_\_\_\_

Do you know why you disliked it? \_\_\_\_\_

### **Relations with Supervisors & Management**

In your last job or on a course:

Did you like your boss/teacher? \_\_\_\_\_

Did you feel they liked you? \_\_\_\_\_

Do you feel relaxed when you speak to managers/supervisors? \_\_\_\_\_

Do you feel nervous when you have to speak to managers/supervisors? \_\_\_\_\_

Do you think you could do a supervisors job? \_\_\_\_\_

Do you feel they don't do their job properly? \_\_\_\_\_

### **Relations with Colleagues & Workmates**

In your last job or on a course:

Did you like the people you worked with? \_\_\_\_\_

Did you make friends with them? \_\_\_\_\_

Did you socialise with them? \_\_\_\_\_

Did you dislike any of them? \_\_\_\_\_

Did you dislike most of them? \_\_\_\_\_

Did you help others at work? \_\_\_\_\_

Did they ask for your opinion? \_\_\_\_\_

Did they rely on you? \_\_\_\_\_

### **Health & Safety**

Are you always aware of Health and Safety Regulations? \_\_\_\_\_

Do you always obey the regulations? \_\_\_\_\_

Do you ever have to remind other people about safety regulations? \_\_\_\_\_

Do you think these regulations are necessary? \_\_\_\_\_

### **Appropriate Dress**

Do you have special clothes for work/class? \_\_\_\_\_

Do you think how people dress at work is important? \_\_\_\_\_

Are jeans appropriate to wear at work in an office/bank/shop? \_\_\_\_\_

Should women be more careful of their appearance at work than men? \_\_\_\_\_

Are casual clothes ok for students? \_\_\_\_\_

Did anyone ever tell you your clothes were unsuitable for work/class? \_\_\_\_\_