GUGC Student Guild - Work Experience Internship

Final Review and Development Plan

Effective feedback is a vital component of learning development and should be shared regularly throughout the experience to provide the student with plenty of growth opportunities.

To finalise the experience, the student and work experience provider are to intentionally sit down and review the experience by undertaking the following steps;

1. The work experience provider reflects on the performance of the student and drafts comments and suggestions to further develop their professional skills and attributes in the below template.
2. Both parties organise a time to meet, discuss and confirm the draft to provide the student with an actionable professional development plan.
3. A copy of the completed and signed document is sent to studentsupport@griffith.edu.au to confirm the completion of the work experience.

Work Experience Position Title:

Work Experience Company Name:

**Please circle how well you the believe the student would perform in a similar entry level role.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Unsatisfactory | Needs Improvement | Competent | Above Expectations | Exemplary |

**Please circle how likely you would be to recommend this student to a colleague.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Very Unlikely | Unlikely | Neutral | Likely | Very Likely |

|  |
| --- |
| **Student Comments** |
|  |
| **Work Experience Provider Comments** |
|  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Work Experience Provider Signature |  | Student Signature |
|  |  |  |
| Work Experience Provider Name |  | Student Name |
| Date: |  | Date: |

Effective Feedback

Providing feedback is often personal in nature which can make for a challenging conversation. As much as possible this review should act as a formalisation of feedback given throughout the experience rather than an opportunity to raise new ideas for the first time. Here are some additional tips to help avoid common pitfalls and inspire people to achieve their full potential.

1. In person is best

Avoid sensitive feedback over email, text or phone as this can lead to misinterpretation.

1. Provide an open, welcoming environment

Don’t ambush people, allow them to bring their best mindset to the conversation.

1. Be problem-focused and specific

Don’t just say what to do better, explain why it’s important and use clear examples.

1. Talk about the situation, not the individual

Where possible focus on the situation or behaviour rather than personal attributes.

1. Recognise the good and the bad

Avoid making overall generalisations and feedback which is only all negative or all positive.

1. Be direct but informal

Find a quiet place, use plain language and don’t beat around the bush.

1. Be sincere

If your tone and manner don't match your context, it will confuse your message.

1. Maintain empathy and respect

Understand no-one wants to do a bad job and present criticism as an opportunity to improve.

1. Listen

While giving constructive feedback, make sure the other person is given a chance to respond.

1. Make it actionable

Present clear strategies on how to implement what you’re suggesting.

|  |  |  |  |
| --- | --- | --- | --- |
| **Professional Skills and Attributes** | **Strengths (choose 4)** | **Priorities for Development (choose 2)** | **Comments and Suggestions for Further Development** |
| **Oral Communication**  Is clear, logical and convincing when expressing points of view. |  |  |  |
| **Written Communication**  Written work accurate, concise, clear, logical and appropriate. |  |  |  |
| **Interpersonal Effectiveness**  Interacts effectively with others; works cooperatively within a team; builds trust and commitment in others. |  |  |  |
| **Customer Service**  Knows customer expectations and provides positive customer experiences, even in difficult situations. |  |  |  |
| **Judgement**  Identifies and analyses problems to provide effective solutions. |  |  |  |
| **Knowledge and Occupational Skills**  Independent performance through technical skills and expertise. |  |  |  |
| **Leadership (applicable to *all* levels)**  Motivates self, colleagues, staff and customers towards a common goal. |  |  |  |
| **Resource Management**  Effectively manages financial, physical or human resources. |  |  |  |
| **Adaptability**  Responds positively to change and adapts to different situations. |  |  |  |
| **Health and Safety**  Follows job safety procedures and proactively promotes safety at work. |  |  |  |
| **Dependability**  Punctual, reliable, accountable, takes initiative and can complete tasks with limited supervision when required. |  |  |  |
| **Work Ethic**  Constantly works to their full potential with high self-motivation. |  |  |  |
| **Creativity and Critical Thinking**  Constructively challenges the norms, applies analytical thinking, and thinks conceptually and strategically. |  |  |  |
| **Cultural Awareness and Diversity Inclusion**  Actively creates a safe and positive workplace for all people. |  |  |  |
| **Other:** |  |  |  |