The University of Hong Kong

Department of Social Work & Social Administration

Social Work Fieldwork Placement

**Agency Feedback Form on the Student's Performance**

Purpose:

This form is designed to collect agency staff's feedback on the performance of the student social worker(s) placed in the service unit for the reference of the fieldwork supervisor. It should be completed by the unit-in-charge or his/her representative. The completed form will be accessible to the student concerned, and if appropriate, discussed among the three parties, i.e., agency staff, student and fieldwork supervisor.

Name of Student:

Name of the Agency/centre:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Excellent | Very good | Good | Fairly good | Satisfactory | Fairly Satisfactory | Pass | Barely  pass | Fail | Not applicable |
| 1. Take the initiative to understand the work setting |  |  |  |  |  |  |  |  |  |  |
| 2. Adhere to agency administrative procedures |  |  |  |  |  |  |  |  |  |  |
| 3. Assume responsibility for work |  |  |  |  |  |  |  |  |  |  |
| 4. Able to work independently |  |  |  |  |  |  |  |  |  |  |
| 1. Possess positive work habits (punctuality,   discipline, courtesy etc.) |  |  |  |  |  |  |  |  |  |  |
| 6. Report the progress of work to the agency |  |  |  |  |  |  |  |  |  |  |
| 7. Participate as a member of the staff team |  |  |  |  |  |  |  |  |  |  |
| 1. Relate and work appropriately with members   of outside organizations |  |  |  |  |  |  |  |  |  |  |
| 9. Take the initiative to contact and engage clients |  |  |  |  |  |  |  |  |  |  |
| 10. Efficient in workload management |  |  |  |  |  |  |  |  |  |  |

Other comments:

Name: Signature:

Position: Date: