



COOP STUDENT PERFORMANCE APPRAISAL

ID No.

Form No.

FM:CO4-2-09

Edit 00

March 1, 2013

JOB NO.

Instructions:

1. Students' job performances must be evaluated by their academic adviser and job supervisor or any designated individual in the company.
2. This evaluation form contains 27 items. Please fill out all the needed information to complete the evaluation.
3. Indicate the points in the box. The assessment marks are as follow: 5 = highest, 4 = high, 3 = middle, 2 = low, 1 = lowest. If no information is given, please mark - in the box and please provide additional comments (if any).
4. When the evaluation is finished, please put this document in an envelope with a "CONFIDENTIAL" seal and give it to the student to return it to the Center for Cooperative Education as soon as the student gets back to the university.

To: The Director of the Center for Cooperative Education and Career Development

This is the report on the evaluation of co-op student's performance

General Information

Full Name of Student _____ Student ID No. _____

Program/School _____ Institute _____

Name of Employer/Organization _____

Full Name of Evaluator _____

Position _____ Department _____

Email _____ Telephone Number: _____ Fax: _____

Work Accomplishments

Items	
1. Workload (Quantity of Work) The student completed all the assigned work within the given time limit, comparing favorably with other students.	<input type="text"/>
2. Quality of Work The student has completed the work thoroughly and carefully with good attention to detail. Tasks are performed and completed on or before the due date.	<input type="text"/>

Knowledge and Abilities

Items	
<p>3. Academic knowledge</p> <p>The student is equipped with sufficient academic knowledge to perform the work assigned.</p>	<input type="text"/>
<p>4. The ability to learn and apply knowledge</p> <p>Quick to learn and understand the information as well as how it works, putting l knowledge into practical applications.</p>	<input type="text"/>
<p>5. Operational knowledge and expertise</p> <p>After the work supervisor showed the student what to do soon as co-op work starts, the student is able to do the job correctly whether on the field or in the laboratory.</p>	<input type="text"/>
<p>6. Critical analysis and decision making</p> <p>The student makes better decisions with fast and careful analysis of information and issues before actually deciding. The student can solve immediate problems and can decide on his/her own.</p>	<input type="text"/>
<p>7. Management and planning</p> <p>The student has the ability to organize, set priorities, and manage the job well as planned. He/she can improve, develop and adjust the plan for various situations suitably and successfully.</p>	<input type="text"/>
<p>8. Communication and presentation skills</p> <p>The ability to communicate in speaking, writing, and presentations - communicating in clear, concise, accurate, easy to understand, step by step manner without causing confusion. The student knows when to ask for inquiries for a better performance result and is able to explain or describe work results clearly.</p>	<input type="text"/>
<p>9. Language Development and Culture Abroad</p> <p>The student can use English and work with foreigners. (Assessments are for workplaces with foreign employees or those using a foreign language to communicate.)</p>	<input type="text"/>
<p>10. Suitability to Job Position</p> <p>The student has proven himself/herself suitable for the job position and job description assigned to him/her.</p>	<input type="text"/>

Responsibility

Items	
11. Responsibility and Reliability The student can work to achieve his/her aims with emphasis on successful task completion. He/She willingly accepts work outcomes and is capable of conducting his/her assigned routine work and the works of others independently.	<input type="text"/>
12. Interest in work and perseverance The student demonstrates interest and enthusiasm with the job at hand. He/She works with diligence, with much effort, and willingness to overcome any obstacles they may encounter.	<input type="text"/>
13. Initiative or Self Starter After initial guidance, the student is able to tackle routine work on his/her own without further instructions. The student volunteers to help others and asks for more work within allowed time frames.	<input type="text"/>
14. Responding to Supervision The student is willing to receive orders or commands, comments and criticism without showing discomfort or annoyance. The student shows adaptability and flexibility according to the comments and criticisms received.	<input type="text"/>

Personal Characteristics

Items	
15. Personality, Attitude and Adaptation to Society Has a pleasant personality and behaves appropriately showing positive attitude, maturity and humility. Observes good manner in dressing and appropriate verbal interactions, punctuality and has the ability to adapt to the workplace society.	<input type="text"/>
16. Interpersonal Skills The student is capable of working as part of a team, building strong interpersonal relations and is well-liked by their peers or co-workers.	<input type="text"/>
17. Self-confidence The student is capable of solving problems, coping well in times of obstacles and challenges in life, has faith in one's ideas and capabilities, knows how to make a good decision, has one's self. a good common sense, trusts one's ability, is dynamic, efficient and can rely on one's self.	<input type="text"/>

Personal Characteristics (Con.)

Items	
<p>18. Leadership</p> <p>The student has the ability to influence others to cooperate, knows persuasive guidance, can uphold people to work together to achieve the objectives and can supplement acceptable concepts.</p>	<input style="width: 80px; height: 25px;" type="text"/>
<p>19. Disciplined and Corporate Culture</p> <p>The student is keen to learn the rules and regulations of the organization and follow them willingly, including procedures set by the Human Resources Department (such as taking leave, sick leave, etc.), as well as following general regulations, safety, security procedures and quality control.</p>	<input style="width: 80px; height: 25px;" type="text"/>
<p>20. Morality and Ethics</p> <p>The student is trustworthy, honest, helpful and hospitable.</p>	<input style="width: 80px; height: 25px;" type="text"/>

Please provide additional comments on the student's

21. Strengths	22. Improvement Needed
<p>23. Once this student graduates, will you consider offering him/her employment?</p> <p>() Yes () Not sure () No</p>	

24. Overall summary of the student's quality

- 5 = Outstanding
 4 = Very good
 3 = Satisfactory
 2 = Marginal
 1 = Unsatisfactory

25. Further Feedback for Cooperative Education (5 Points = Highest 1 = Lowest)

Post Assessment	Points
25.1 Cooperative Education is beneficial for your company	
25.1.1 Benefits from the students' workmanship	
25.1.2 A good chance to choose or hire some personnel	
25.1.3 A good chance to create an academic cooperation with the institute and the university in the future.	

Post Assessment	Points
25.2 The Program Curriculum	
25.2.1 To make Cooperative Education as a compulsory course for all students	
25.2.2 The program prepares the students before going to workplaces for their Co-op	
25.2.3 Students must go to work for their Co-op at least once for 16 weeks	
25.3 The implementation process of Cooperative Education	
25.3.1 There is a Central Unit for coordination.	
25.3.2 Send a survey form to Co-op regarding the acceptance of students and a job offer for at least one trimester.	
25.3.3 The appropriateness of the channels for recruiting co-op students	
25.3.4 The appropriateness of time for co-op students to send application letters for the workplaces to make their choices	
25.3.5 Make appointments in advance with the instructor's supervisor and the supervision was performed during the appointed time.	
25.3.6 The Instructor's supervision is very useful for the student's performance as well as for the workplace	
25.3.7 The number of instructor's supervisions is sufficient.	
25.3.8 The quality of the supervision of the instructors.	
25.4 Satisfaction with the service provider/coordinator of CCECD	

26. Benefits from the co-op students' performance or co-op projects

26.1 The performance results / co-op student projects are being utilized in the workplace or not

- Yes (Please skip to item 26.2)
- Not yet utilized at the moment but is expected to be useful in the future (Please skip to item 26.2)
- The performance results / co-op student projects do not contribute much to the workplace

26.2 The performance result/co-op student project is expected to be used in the workplace through these varied future uses (you can have more than one choices)???

- () performance planning
- () setting a budget
- () reduce operating costs
- () personnel training
- () manufacturing process/operation
- () designing equipment/tools
- () other (If any).....

27. Other comments

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Note :

Please fill out the evaluation form within the time limit. The CCECD will not allow students to pass if the assessment is late.

Signature
(.....)
Job Title
Date