Evaluating the Performance of Students by the Establishment/Organization (C04/I04)

Note:

1. The person who is authorized to fill in this evaluation form is the job supervisor of the establishment/organization or the personnel who has been given the responsibility to do so.

2. There are 18 criteria in this evaluation form. Please provide information for every section in order for the form to be through and completed.

3. Please provide a score in the space given in every section. If a section is not applicable for evaluation and scoring, please simply write a dash (-) and add additional remarks (If any).

4. <u>When the evaluation is completed, insert the form in an envelope and seal it with a "Confidential" sign.</u> The student must submit the envelope to the faculty as soon as he/she has returned to the university.

To the Head of the Cooperative Education/Internship Program

I would like to inform you the Evaluation Results of the Cooperative Education/Internship student as follows:

Student's Name:_____

Student ID:_____Program_____

Name of Establishment/Organization_____

_____

_____

1. Work Achievement

1. <u>Quantity of Work:</u> the workloads allocated to the student throughout the program reflect the students' overall performance.

Workload completed in line with the assigned duty or job within the defined time frame (within the student's full potential in comparison to other students in general).

	Out of 10	Score =

2. <u>Quality of Work:</u> The overall performance of the student as reflected by the quality of the work performed.

Work tasks are completed correctly orderly, neat, and with care.

	Out of 10	Score =

2. Knowledge and Ability

3. Academic Ability

Student has sufficient technical and academic knowledge to successfully execute specified tasks within the student's capability.

	Out of 10	Score =

4. Ability to Learn and Apply Knowledge

The student exhibits the ability to learn quickly.
The student is able to apply new knowledge to the assigned tasks.

	Out of 10	Score =

5. Practical Ability

The student demonstrated practical skills and abilities relevant to their field of study or work.

	Out of 10	Score =

6. IT Literacy
The student is able to (1) student demonstrate proficiency in using common computer applications such as word processors, spreadsheets, and presentation software (2) possess the necessary technical skills to navigate and operate various software and hardware system and (3) exhibit knowledge of basic cybersecurity principles and best practices.

	Out of 10	Score =

7. Organization and Planning
The student is able to effectively organize and plan their tasks by demonstrated strong organizational skills in managing their workload and priorities.

	Out of 10	Score =

8. Continuous Improvement
The student exhibited a dedication to self-reflection and learning throughout the program and achieved improved work quality and self-development. Student actively seek out opportunities for learning and growth

	Out of 10	Score =

9. Foreign Language and Cultural Adjustment
The student is able to communicate in a foreign language (English) effectively as required. The student is able to adapt his/her conduct to a different culture easily with comprehensive understanding of a different culture.

	Out of 10	Score =

10. Suitability for Position
The student is suitable or has the potential to develop himself/herself to meet the job position and job description.

	Out of 10	Score =

3. Student's Soft Skills
11. Communication Skills
The student is able to (1) demonstrate effective communication skills, including verbal and written communication to accomplish a shared goal, (2) listen actively and attentively during conversations or group discussions, and (3) ask insightful questions and actively engage in discussions or presentations.

Out of 10	Score =

12. Collaboration	
Students collaborate effectively with others to complete designated duties and achieve the team's objective.	

Out of 10	Score =

13. Critical Thinking	
Students demonstrate critical thinking by solving problems effectively in complex situations. Student is able to analyze and evaluate an issue in order attain a rationale decision.	

Out of 10	Score =

14. Creativity	
Student is capable of using his or her imagination to generate new and creative ideas. The student is able to think creatively, generate novel solutions, and draw connections between seemingly unrelated ideas.	

Out of 10	Score =

4. Student's Responsibility

15. Responsibility and Dependability

The student is able to take ownership of his/her tasks and complete them in a timely and reliable manner.

The student is reliable in meeting deadlines and fulfilling their obligations.

	Out of 10	Score =

16. Work Interest

The student demonstrates enthusiasm and dedication at work, as well as perseverance and effort.

The student concentrates in order to successfully finish assigned tasks and does not give up or become frustrated by obstacles and problems.

	Out of 10	Score =

17. Initiative of Self-starter

The student showed initiative by taking the lead and driving the process forward.

The student demonstrated a proactive approach by setting goals for themselves and take the initiative to create a plan for achieving those goals.

	Out of 10	Score =

18. Response to Supervision and Criticism

The student demonstrated a positive and respectful response to supervision and guidance.

The student is able to receive and respond to criticism constructively while maintaining a professional and respectful demeanor when receiving criticism.

	Out of 10	Score =

Additional Comments: Please provide additional comments on the students.

Strengths	Improvements

Other Comments

_____

_____

_____

_____

_____

_____

_____

Once this student graduates, would you be interested in offering him/her a position at your establishment/organization?

( ) Yes ( ) Not Sure ( ) No

Evaluator's Signature...

(..)

Position...

Date...

For Faculty Members:

- Combined score of section 1-2 =_____/x2=_____points

- Combined score of section 3-10 =_____/4=_____points

- Combined score of section 11-14 =_____/2=_____points

- Combined score of section 15-18 =_____/2=_____points

Total =_____points out of 100 total

Important Note: If KKUIC does not receive this evaluation form within the given date, the student will not pass the evaluation.