



Rajamangala University of Technology Srivijaya
Faculty of Liberal Arts

Cooperative Student Performance Appraisal
Cooperative Education and Internship

Instructions:

1. Students' job performances must be evaluated by their job supervisor or any designated individual in the organisation.
2. This evaluation form contains 18 items. Please fill out all the needed information to complete the evaluation.
3. Please indicate the points in the box for each item. If no information is given, mark (-) in the box and 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 office of Cooperative Education as soon as the student gets back to the university.

General Information

Full Name of Student Student ID No.
 Program Faculty
 Name of Organization
 Full Name of Evaluator
 Position Department

Work Accomplishments

Items			
<p>1. Quantity of work</p> <p>The student, comparing favorably with other students, can complete all the assigned work within the given time limit.</p>	<table border="1"> <tr><td>20 marks</td></tr> <tr><td> </td></tr> </table>	20 marks	
20 marks			
<p>2. Quality of work</p> <p>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.</p>	<table border="1"> <tr><td>20 marks</td></tr> <tr><td> </td></tr> </table>	20 marks	
20 marks			

Knowledge and Abilities

Items	
3. Academic ability The student is equipped with sufficient academic knowledge to perform the assigned work.	10 marks
4. The ability to learn and apply knowledge The student is quick to learn and understand the information as well as how it works, putting all knowledge into practical applications.	10 marks
5. Operational knowledge and expertise The student is able to do the job correctly whether on the field or in the laboratory.	10 marks
6. Critical analysis and decision making 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.	10 marks
7. Management and planning	10 marks
8. Communication skills The ability to communicate through speaking, writing, and presentations - communicating in clear, concise, accurate, easy to understand, organised 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.	10 marks
9. Language and Cross-Cultural Development The student can use English and work with foreigners.	10 marks
10. Suitability to Job Position The student has proven himself/herself suitable for the job position and job description assigned to him/her.	10 marks

Responsibility

Items			
<p>11. Responsibility and Reliability</p> <p>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 work of others independently.</p>	<table border="1"><tr><td>10 marks</td></tr><tr><td> </td></tr></table>	10 marks	
10 marks			
<p>12. Interest in work and perseverance</p> <p>The student demonstrates interest and enthusiasm with the job at hand. He/She works with diligence, eagerness, and willingness to overcome any obstacles they may encounter.</p>	<table border="1"><tr><td>10 marks</td></tr><tr><td> </td></tr></table>	10 marks	
10 marks			
<p>13. Initiative or Self-starter</p> <p>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 is willing to take on additional work within allowed time frames.</p>	<table border="1"><tr><td>10 marks</td></tr><tr><td> </td></tr></table>	10 marks	
10 marks			
<p>14. Responding to Supervision</p> <p>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.</p>	<table border="1"><tr><td>10 marks</td></tr><tr><td> </td></tr></table>	10 marks	
10 marks			

Personal Characteristics

Items			
<p>15. Personality</p> <p>The student has a pleasant personality and behaves appropriately showing positive attitude, maturity and humility. He/She is well-groomed and uses appropriate verbal interactions, punctuality and has the ability to adapt to the workplace environment.</p>	<table border="1"><tr><td>10 marks</td></tr><tr><td> </td></tr></table>	10 marks	
10 marks			
<p>16. Interpersonal Skills</p> <p>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.</p>	<table border="1"><tr><td>10 marks</td></tr><tr><td> </td></tr></table>	10 marks	
10 marks			
<p>17. 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>	<table border="1"><tr><td>10 marks</td></tr><tr><td> </td></tr></table>	10 marks	
10 marks			
<p>18. Morality and Ethics</p> <p>The student is trustworthy, honest, helpful and hospitable.</p>	<table border="1"><tr><td>10 marks</td></tr><tr><td> </td></tr></table>	10 marks	
10 marks			

Please provide additional comments on the student

Strengths	Improvement needed
Once this student graduates , will you consider offering him/her employment? <input type="checkbox"/> Yes <input type="checkbox"/> Not sure <input type="checkbox"/> No	

Other comments

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Evaluator's Signature

(.....)

Job Position

..... / /

For advisor

Total marks items 1-2 = ___ ÷ 1 = ___ marks

Total marks items 3-10 = ___ ÷ 4 = ___ marks

Total marks items 11-14 = ___ ÷ 2 = ___ marks

Total marks items 15-18 = ___ ÷ 2 = ___ marks

Total = ___ marks

100

Note: In the case of delayed submission of document within the specified time duration, the student will fail in the performance evaluation.