

## INITIAL PERFORMANCE REVIEW

Student Name: Daniel Osmond 13197963

Student Position Title: Software Engineer

Supervisor Name: Simon Doering

Supervisor Position Title: System Engineering Manager

Company Name: Department of Defence

This evaluation form should take around 15 minutes to complete and is intended to provide feedback to your student regarding how well they have performed in a professional workplace. Please discuss the completed form with your student, congratulate them on their achievements and encourage them in areas that need improvement.

### **PART 1**

Please use the scale below to evaluate your intern's performance by ticking the appropriate box for each point.

Needs More Training or Education	Performing Below Expectations	Acceptable Performance	Above Average Performance	Excellent Performance	Not Applicable to Current Job
1	2	3	4	5 ✓	N/A

Communication						
Verbal communication is effective	1	2	3✓	4	5	N/A
Written communication is effective	1	2	3	4✓	5	N/A
Actively listens to supervisor	1	2	3	4	5✓	N/A
Initiates communication with others	1	2	3	4	5✓	N/A
Gives and welcomes feedback	1	2	3	4	5✓	N/A
Comments (if any): Daniel has effectively engaged with Project staff on assigned activities. Current circumstances due to COVID restrictions have meant Daniel has not had the opportunity to meet other staff in person, hence all activities and communication has been conducted remotely throughout his placement. Daniel has demonstrated excellent overall performance in remaining engaged and maintaining communications during these challenging circumstances.						

Teamwork						
Actively participates in team tasks	1	2	3	4	✓5	N/A
Considers feedback from other team members	1	2	3	4	✓5	N/A
Treats team members in a respectful and courteous manner	1	2	3	4	✓5	N/A
Makes a constructive contribution to improving team performance	1	2	3	4	✓5	N/A
Comments (if any): Daniel has engaged in all Project meetings remotely under COVID restrictions. Daniel is always respectful and provides constructive input when asked upon in both internal meeting and when engaging external stakeholders.	1	2	3	4	5	N/A

Professionalism						
Follows direction respectfully	1	2	3	4	✓5	N/A
Follows procedures, policies and processes	1	2	3	4	✓5	N/A
Attends workplace as and when required	1	2	✓3	4	5	N/A
Is punctual on a regular basis	1	2	✓3	4	5	N/A
Uses equipment and facilities responsibly	1	2	✓3	4	5	N/A
Comments (if any): Daniel has been punctual in joining meetings and logging on to the Defence work environment. Unfortunately Daniel has not had the experience of the office workspace and has been limited in attendance to the virtual workspace only.						

Initiative						
Completes assigned tasks without reminding from supervisor	1	2	3	4	✓5	N/A
Completes tasks independently and consistently	1	2	3	4	✓5	N/A
Asks for help when needed	1	2	3	4	✓5	N/A
Contributes new ideas and seeks to improve performance	1	2	3	✓4	5	N/A
Manages own time, sets priorities effectively and meets deadlines.	1	2	3	✓4	5	N/A
Comments (if any): Daniel is very self-motivated and requires little supervision when performing assigned activities. The output of Daniel's work is of a high standard, beyond my expectations of an undergrad student.						

Attitude and Reliability						
Physical appearance and dress is appropriate	1	2	3	4	5	✓N/A
Accepts constructive criticism positively	1	2	3	4	✓5	N/A
Shows pride in work	1	2	3	4	✓5	N/A
Informs supervisor of any issues in a timely way	1	2	3	4	✓5	N/A
Demonstrates ethical behaviour	1	2	3	✓4	5	N/A

Comments (if any):

Technical Ability						
Analyses problems and tasks effectively	1	2	3	4 ✓	5	N/A
Competent in required technical skills and knowledge	1	2	3	4	5 ✓	N/A
Finds creative and effective solutions to problems	1	2	3	4 ✓	5	N/A
Demonstrates good judgment in handling routine tasks / problems	1	2	3	4 ✓	5	N/A
Able to apply theory in practice	1	2	3	4	5 ✓	N/A
Comments (if any): Daniel has demonstrated a high level of technical competency, reflected even more so given the challenges of working remotely.						

**PART 2** – Please provide some additional feedback for your student in the boxes below.

What do you consider are the main strengths of this student?

Daniel's self-motivation and technical competency are clear strengths. These skills have been demonstrated through the level of quality of assigned tasks, involvement and input to project meetings and ability to achieve assigned deadlines with minimal supervision.

In what areas do you think this student can improve?

Remote work practices have highlighted the importance of clearly articulated verbal and written communications. Not that Daniel is lacking in his ability, however attention to detail in verbal and written communications is an essential skill and hence a focus on continual improvement in this area is recommended.

Student's Signature:

  
Daniel Osmond (Aug 26, 2021 16:25 GMT+10)

Date: \_\_\_\_\_

Supervisor's Signature:

simon.doering  
Digitally signed by  
simon.doering  
Date: 2021.08.26 16:02:30  
+10'00'

Date: \_\_\_\_\_