

Yoong Soon Chin

Summer 2021 - Computer Science and Software Engineering / W-3 Work

## EMPLOYER EVALUATION DETAILS

### Co-op Student Work Term Performance Evaluation

**INTEREST IN WORK:** responsibilities are performed with diligence and enthusiasm

a) High interest, very enthusiastic; takes pride in doing work well

**INITIATIVE/PRO-ACTIVITY:** the ability to perceive and carry out required tasks without supervision and to anticipate the organization's needs

a) Self-starter, and asks for additional work

**PLANNING AND ORGANIZING:** the ability to manage time effectively to complete assigned task and meet deadlines

a) Does an outstanding job of planning and organizing work and time

**SETTING GOALS:** Identified areas to improve and established measurable steps and timeframe to achieve results

a) Developed goals for the work term early and made excellent progress in working towards them

**ADAPTABILITY:** a positive attitude towards change and the ability to change easily to fit different conditions

a) Does an outstanding job of managing assignments, setting priorities, and adapting to change

**Comments**

Elliot Chin Yoong Soon did outstanding work and assimilated with my group very well, he will continue working with us in next few months, definitely I can state that this student was excellent contributor to our research

**QUALITY OF WORK:** the precision of duties performed

a) Very thorough in performing work; excellent attention to detail with few errors if any

**QUANTITY OF WORK/PRODUCTIVITY:** the ability to produce the desired results

a) Highly productive

**CREATIVITY:** the ability to identify and suggest new ideas to get the job done

a) Continually offers new ideas; extremely imaginative

**PRACTICALITY:** mindful of results, advantages, and disadvantages

a) Work shows outstanding balance between practical and theoretical

**JUDGEMENT:** the ability to think critically and logically to evaluate situations, solve problems, and make decisions

a) Decisions always based on thorough analysis of the situation

**Comments**

**PROBLEM-SOLVING SKILLS:** ability to reach a solution

a) Highly adept and innovative

**DEPENDABILITY/RESPONSIBILITY:** the accountability for actions taken

a) Reliable in any situation

**TEAMWORK:** the ability to get along with and help others, to recognize, and respect people's diversity and individual differences

a) Always works in harmony with others; an excellent team worker and contributes to group relationships and effectiveness

**SELF-ASSUREDNESS:** the ability to express ideas and thought directly and honestly without offending or being inconsiderate to the other party

a) Always polished, a confident, and considerate presence within the workplace

**RESPONSE TO FEEDBACK:** ability to take suggestions and feedback

a) Responds maturely and positively to suggestions and feedback from supervisor; very open-minded

**Comments**

**COMMUNICATION: effective reading and writing (including work reports, if applicable)** a) Exceptionally clear, well organized, and concise

**COMMUNICATION: effective speaking and listening** a) Exceptional communication; clear, well-organized, and easily understood

**LEADERSHIP QUALITIES: the belief in one's own ability, power, and judgement** a) Excellent ability to motivate and direct others

**ADAPTABILITY AND RESOURCEFULNESS: a positive attitude towards change and the ability to change easily to fit different conditions** a) Easily adapts to change and makes excellent use of available resources to solve problems

**Comments**

**Additional Supervisor Comments: Comment on the student's overall job performance including things such as attendance and personal presentation. Please provide suggestions for additional academic or work exposure.**

**OVERALL PERFORMANCE EVALUATION** a) Outstanding (Exceptional performance or unique contribution)

**Comments**