

Yoong Soon Chin

Winter 2020 - Computer Science and Software Engineering / W-1 Work

Student Consultant - UNB (Integrated Technology Services)

EMPLOYER EVALUATION DETAILS

Co-op Student Work Term Performance Evaluation

INTEREST IN WORK: responsibilities are performed with diligence and enthusiasm

Other: 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

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

Comments

Elliot showed up to work every morning with a smile. He set his goals early on and we were able to find work to help him with those goals. Communication was his goal so we got him to out helping end clients, one-on-one.

QUALITY OF WORK: the precision of duties performed

Other: 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

Elliot was precise and quick. Clients never waited long for their equipment to be set up.

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

Other: a) Always works in harmony with others. Is 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

b) Often demonstrates confidence and consideration when presenting themselves within the workplace

RESPONSE TO FEEDBACK: ability to take

Other: a) Responds maturely and positively to

suggestions and feedback

suggestions and feedback from supervisor. Very open minded

Comments

Elliot work well with all teams. He had to work with 2 different groups within ITS regularly and sometimes other groups.

COMMUNICATION: effective reading and writing (including work reports, if applicable)

Other: b) Clear, organized and concise

COMMUNICATION: effective speaking and listening

b) Clear and understandable

LEADERSHIP QUALITIES: the belief in one's own ability, power, and judgement

Other: e) Not Evaluated

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

If Elliot returns, he will have a chance to skill up his leadership skills as we will have a brand new student joining us.

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.

Elliot showed up to work on time every day. He is a very polite person. I hope to work with him again.

OVERALL PERFORMANCE EVALUATION

b) Excellent (Exceeded job requirements in all areas)

Comments

Eventhough, I told him to take lunch every day, there were days I caught him working during his lunch to get a system out for a client.