

Ethan Wang (wange@uoguelph.ca)

2023 - Fall - Computer Science / W-1 Work

IT Service Desk Support Co-op - City of Guelph (Human Resources)

EMPLOYER EVALUATION DETAILS

Confirmation of Evaluation Provider

Name (full name, ie. John Smith)	viva batista
Title	Supervisor
Organization	City of Guelph
Contact Information (phone or email)	vivavbatista@gmail.com

Next Work Term

Have you offered to re-employ the student for their next scheduled work term?	Not Applicable
If yes, was your offer accepted or declined?	
If the student has accepted, please confirm the work term dates (ie. May 6/19 - Aug 30/19)	

Work Performance Evaluation Questions

1. Quality of work: accuracy, attention to detail, thoroughness, timeliness, neatness, etc.	Ethan consistently delivered quality work, showcasing a commitment to accuracy, attention to detail, thoroughness, timeliness, and neatness. His attention to detail ensured minimal errors when dealing with complex issues, difficult troubleshooting, and assigned tasks.
Question 1 Rating	Outstanding
2. Productivity: quantity of work in relation to expectations	Ethan throughout his coop semester demonstrated a great level of productivity, as he consistently met work expectations by efficiently managing his tasks and responsibilities.
Question 2 Rating	Outstanding
3. Organization and Planning Skills	Ethan was able to keep track of multiple tasks, tickets, and deadlines ensuring that nothing fell through the cracks. He was able to adapt to changing circumstances contributing significantly to the success of the team.
Question 3 Rating	Outstanding
4. Decision Making and Judgement Skills	Decision-making and sound judgment are by far some of Ethan's greatest strengths. He can analyze a variety of different situations, make informed decisions with or without pressure, and exhibit sound judgment. He consistently was able to approach complex problems methodically, breaking them down into manageable components. He was able to make well-informed decisions based on a thorough understanding of the situation. He reviewed the resources available to him and asked questions when needed. He can think critically and offer practical solutions contributing significantly to overcoming obstacles.
Question 4 Rating	Outstanding

5. Oral and Written Communication Skills

Ethan has demonstrated commendable growth in his communication skills throughout his coop period. His dedication to improvement in communication has positively impacted his effectiveness in conveying ideas and collaborating with team members. Initially, Ethan showed promise in verbal and written communication, and throughout his coop, he has made significant strides. Ethan's ability to articulate ideas, ask pertinent questions, and engage in meaningful discussions has noticeably improved with coworkers and other members of the City.

Outstanding

Question 5 Rating

6. Ability to Work with Others

Ethan has become an integral part of the team, contributing positively to overall team dynamics. Ethan is a team player and consistently showcased outstanding abilities in working with others. By working on his interpersonal and communication skills during his coop, Ethan fostered a positive and collaborative work environment. Many City staff have reached out speaking of their positive experience with him. Continued focus on communication and collaboration will benefit Ethan!

Outstanding

Question 6 Rating

7. Ability to Learn

Ethan consistently demonstrated an outstanding ability to learn and adapt, contributing to continuous professional and personal growth and the success of the team!

Outstanding

Question 7 Rating

8. Demonstrated Initiative

Ethan does not wait for issues to escalate but instead tries his best to identify and address potential challenges before they become significant problems. His proactive approach to problem-solving, willingness to take on additional responsibilities, and innovative thinking contributed significantly to his success and learning while at the IT Service Desk at the City of Guelph.

Outstanding

Question 8 Rating

9. Reliability and Dependability

Ethan arrived on time for work and meetings, and their commitment to regular attendance set a positive example for the entire team.

Outstanding

Question 9 Rating

10. Student's progress toward attaining their work semester learning goals (created early in the work term by the student as per Co-operative Education requirements).

Ethan has made commendable progress in working towards the learning goals established at the beginning of the work semester. His commitment to personal and professional development has been evident throughout the evaluation period. His goals were aligned with the coop requirements and reflected a thoughtful approach to skill development and career advancement.

Outstanding

Question 10 Rating

11. Please make suggestions for the student's personal and professional development. Consider academic preparedness, career suitability, etc.

With continued dedication to personal and professional development, Ethan has the potential to achieve even greater success in his chosen field. I would encourage Ethan to actively seek feedback on his written and verbal communication to identify areas for improvement and refine these skills even further!

12. Please give your overall assessment of the student's job performance. Note: Please do not select "In Process".

Outstanding

Student Evaluation Comments: