

Temasek Polytechnic (TP) Student Internship Programme (SIP) Final Performance Appraisal

Last updated: 14 Mar 25

PARTICULARS (TO BE FILLED BY LIAISON OFFICER / STUDENT)

Admission No. 2304305B	Liaison Officer Name Josh Yan Liao Liaison Officer Email Address LIAO_Josh_Yan@tp.edu.sg
Student Name (as per matriculation card) Hoo Kah Jie	Organisation Name NCS Supervisor Name Qin Yan Sandy
Diploma Applied Artificial Intelligence (AAI) Care Group C23U01	Internship Period (From) 7 April 2025 Internship Period (To) 6 April 2026

SECTION 1: PERFORMANCE APPRAISAL (This section contributes to 30% of the student's final SIP grade)

This section requires you to provide your observation on the student attached to your organisation as an intern with reference to the SIP Learning Outcomes Form.

Please assess the student on the 10 criteria below using the following rating scale:

1 – Needs improvement	2 – Slightly competent	3 – Competent	4 – More than competent	5 – Outstanding
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Note: 50 marks in total (10 criteria x max. 5 marks per criteria)

Knowledge & Skills		1 - 5
1	Identifies problems and suggests solutions	
2	Writes and speaks clearly	
3	Applies knowledge and skills to carry out assigned tasks effectively	
Team Effectiveness		1 - 5
4	Provides good service to internal and external parties	
5	Works well in teams and receptive to differing points of views/perspectives to accomplish set goals	
6	Respects and interacts well with individuals from diverse backgrounds	
Workplace Effectiveness		1 - 5
7	Plans and prioritises assigned tasks well	
8	Produces quality output	
9	Completes assigned tasks responsibly	
10	Demonstrates timeliness in all aspects of work	
Total Marks		

Please assess the student on Q11 below using the following rating scale:

1 – Strongly disagree	2 – Disagree	3 – Agree	4 – Strongly agree
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Overall Assessment		1 - 4
11	Overall, the student has met the desired learning outcomes for the internship.	

SECTION 2: TEMASEK POLYTECHNIC STUDENT PROFILE (TSP) *(This section does not contribute to the student's final SIP grade)*

This section requires you to identify the student's qualities based on the TSP. These qualities will be reflected in the student's skills transcript.

12. Based on your observations, please select up to 3 qualities that best describe the student's performance from the list below.
- ☐ Is curious, explores, questions, and seeks knowledge across disciplines.
 - ☐ Adapts to change, perseveres through challenges, and thrives in new environments.
 - ☐ Seeks continuous improvement and takes ownership in learning.
 - ☐ Acts with ethics, honesty, and strong moral principles.
 - ☐ Understands and respects diverse perspectives with compassion and global awareness.
 - ☐ Expresses ideas clearly and engages meaningfully with others.
 - ☐ Analyses information objectively to make informed decisions.
 - ☐ Navigates digital tools, technologies, and information discerningly.
 - ☐ Generates new ideas, takes initiatives, embraces calculated risks, and seizes opportunities.

SECTION 3: LIFESKILLS *(This section does not contribute to the student's final SIP grade)*

This section requires you to evaluate the student's LifeSkills competencies to help us improve TP's curriculum.

13. On a scale of 1 to 5, how well has the intern from TP demonstrated each of the following LifeSkills competencies?

1 – Not at all	2 – A little	3 – Fairly well	4 – Well	5 – Very Well	NA – No opportunity to observe
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LifeSkills		1-5
13a	Innovation (e.g., ability to think of creative or new solutions to solve problems)	
13b	Curiosity and Independent Learning (e.g., ability to pursue own learning of new knowledge and skills)	
13c	Critical Thinking (e.g., ability to analyse evidence and apply logical reasoning to develop effective solutions to problems)	

13d	Personal Values and Professional Ethics (e.g., ability to differentiate right from wrong and behave appropriately, including in professional settings)	
13e	Self Awareness and Mental Resilience (e.g., ability to know own strengths and weaknesses, and seek help and feedback when needed)	
13f	Personal Effectiveness (e.g., ability to manage own time, physical/mental health and financial resources)	
13g	Interpersonal and Collaboration Skills (e.g., ability to work with people from different walks of life and appreciate different perspectives)	
13h	Communication and Engagement Skills (e.g., ability to write, listen and speak effectively, in person and online, to different audiences)	
13i	Global Perspectives (e.g., demonstrates cross-cultural awareness and appreciation for diversity)	
13j	Responsibility to the Community, Nation and the World (e.g., keeps up with current affairs and exercise responsibility as a member of the Singapore and global community)	

SECTION 4: QUALITATIVE FEEDBACK *(This section does not contribute to the student's final SIP grade)*

14. List the student's strengths in terms of knowledge & skills, team effectiveness and workplace effectiveness and how the student could improve in these three areas.
15. Assuming both the student and the position are available, will you recommend hiring the student?
 Yes/No
16. Any other comments.