

University of Waterloo
Co-operative Work Terms

Kefan Cao
20898903

2A Computer Science, Honours, Co-operative Program

Work Term	Employer	Evaluation
May - Aug 2021	Strauss event & association management Divisional Office Winnipeg Manitoba Canada Systems Integration Coordinator	OUTSTANDING

Planned Future Work Term(s)

Jan - Apr 2022
Sep - Dec 2022
May - Aug 2023
Jan - Apr 2024
Sep - Dec 2024

Disclaimer: This evaluation does not constitute an employment endorsement or recommendation. Employer evaluations of student contributions and achievements during the work term are conducted as part of the University of Waterloo's Co-operative (Co-op) Education model. Like academic grades, overall evaluations are part of the assessment of a student's progress in the co-op portion of their degree studies. These assessments are completed using criteria set out by the University, not the employer, and do not reflect the employer's criteria or assessment metrics.

Kefan Cao (20898903)

2021 - Spring - CSBHC - Computer Science, Honours, Co-operative Program / W-1 Work

Systems Integration Coordinator - Strauss event & association management (Divisional Office)

EMPLOYER EVALUATION DETAILS

Guidelines for Completion

STUDENT GUIDELINES FOR COMPLETION

Provide your comments in the 'STUDENT COMMENTS' field.

Rating Details

EXPAND AND TRANSFER EXPERTISE

learn job duties and work processes

4 Strong Performance

locate, evaluate, and use information effectively

4 Strong Performance

draw reasoned conclusions from multiple sources of information

4 Strong Performance

learn and employ technical skills necessary for the role

4 Strong Performance

apply skills and prior knowledge from academic program and/or previous work experience

4 Strong Performance

DESIGN AND DELIVER SOLUTIONS

deliver quality work

4 Strong Performance

meet deadlines and cope with workplace pressures

4 Strong Performance

analyze problems and evaluate alternative solutions

4 Strong Performance

engage in work with curiosity; ask questions to understand more than the work assigned

4 Strong Performance

identify opportunities for improvement within the team and/or organization

4 Strong Performance

DEVELOP SELF

adapt to changing priorities and circumstances

4 Strong Performance

recognize limits of knowledge, skills and abilities

4 Strong Performance

respond well to direction and incorporate feedback on performance

4 Strong Performance

seek new tasks and responsibilities

4 Strong Performance

seek opportunities to learn

4 Strong Performance

BUILD RELATIONSHIPS

write clearly and effectively

4 Strong Performance

orally convey ideas and information clearly and effectively

4 Strong Performance

collaborate well with others; both co-workers and supervisor/senior leaders

4 Strong Performance

demonstrate ethical conduct in the workplace

4 Strong Performance

show understanding and sensitivity to the needs and differences of others in the workplace (eg. ethnicity, religion, language, etc.)

4 Strong Performance

TOP 3 AREAS OF STRENGTH

Please provide any additional comments on your student's top 3 areas of strength.

Technological agility, Communication, Collaboration

Kefan's technological acumen has allowed him to take on additional projects within Strauss and support multiple staff members. Kefan is great and communication both verbal and written, and has excellent follow-through with his communication. Kefan created process, and training documents which will be used after his term is over. Kefan is very personable; he quickly became well-liked within Strauss. Throughout his term, Kefan was always offering to take on extra tasks and help anyone with what they needed while utilizing his skillset.

N/A

TOP 3 AREAS FOR DEVELOPMENT

Please provide any additional comments on your student's top 3 areas for development.

I cannot think of any areas for development.

OVERALL PERFORMANCE RATING

for OUTSTANDING Rating only - Provide Comments

OUTSTANDING

Kefan has been a pleasure to work with. He became a valued member of the Strauss team within the first couple of weeks of his term. Kefan consistently demonstrated the desire to learn more, and do more at every opportunity. Kefan's technology skills have been a true asset to the team.

SUPERVISOR'S COMMENTS

We consider ourselves very fortunate to have worked with Kefan during his co-op term. With Kefan's technological skillset, his drive to learn new things, and his friendly, personable manner, he'll be an asset to any company. Any company would be lucky to have Kefan working for them. All of us at Strauss wish Kefan the best of luck in his future endeavours.

SUPERVISOR'S RECOMMENDATIONS

Kefan is one of those people who can do anything that they set their mind to. In order to build his brand, I would recommend that Kefan build his LinkedIn profile, and continue to write blog articles.

Did you review the completed evaluation form with the student

No

STUDENT COMMENTS

Future Employment Potential

Do you wish to have the student return for the next work term

Yes

If you wish to have the student return for the

Yes

next work term, have you offered to re-employ the student

If you offered to re-employ the student for the next work term, how did the student respond

Declined the Offer

Submission Information

Supervisor's Name

Shari Dirks

Supervisor's Title

Operations Manager

Management/Human Resources Name

Management/Human Resources Title