

# WATERLOO | CO-OPERATIVE EDUCATION

## Student Performance Evaluation

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1B Nanotechnology Engineering  
Menlo Systems GmbH

**Job Title:** Internship

**Job Description:** 16. Provide your job description.  
Provide information that would be similar to what your employer would post if advertised.  
Assisting in research projects. Such past projects include : Circuit and Cavity Quantum Electrodynamics , Coherently-enhanced Raman One-beam Standoff Spectroscopic TRacing of Airborne Pollutants , Towards Neutral-atom Space Optical Clocks.

17. What will your duties be in this job?  
List a minimum of 5 different duties.  
- Project Development  
- Working with companies  
- Programming  
- Helping with research  
- Trade Shows

18. What skills will you gain from this work experience?  
List a minimum of 5 different duties.  
Such possible skills I could gain include : manipulation of cold atoms, ion crystals, artificial atoms, cryogenics, superconductivity, vacuum physics, clean rooms, laser technology, hardware and software construction and electronics.  
Other skills include assisting in a research project, programming, and participating in trade shows.

19. How did you find and arrange this employment?  
I found this job after looking for nano related jobs in and around Munich. I did not manage to obtain an interview for a nano related job through JobMine, and so I decided to expand my horizons. After discovering that Menlo Systems had an internship position, I applied and successfully acquired the position. This job would be an amazing experience for me and would definitely help me obtain Nano related jobs in future years.

### 1. Interest in Work. The degree to which the student pursues goals with commitment and takes pride in accomplishments.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
1	2	3	4	5	6	7	Not Observed
Developing Performance		Good Performance			Superior Performance		
<ul style="list-style-type: none"> <li>Shows little enthusiasm for assigned work, infrequently requests additional tasks</li> </ul>		<ul style="list-style-type: none"> <li>Enthusiastic about their assignments/work, agreeable to new responsibilities, asks for new tasks</li> </ul>			<ul style="list-style-type: none"> <li>Displays enthusiasm for work that is beyond their job requirements; proactively seeks new tasks and responsibilities</li> </ul>		

### 2. Ability to Learn. The extent to which the student becomes proficient with job duties and work processes.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
1	2	3	4	5	6	7	Not Observed
Developing Performance		Good Performance			Superior Performance		
<ul style="list-style-type: none"> <li>Sometimes slow to become proficient at new tasks or work processes</li> </ul>		<ul style="list-style-type: none"> <li>Quick to become proficient at new tasks</li> </ul>			<ul style="list-style-type: none"> <li>Exceeds expectations in the complexity and difficulty of work they are able to successfully complete</li> </ul>		

### 3. Quality of Work. The ability of the student to set high standards for own personal performance; strive for quality work; put forth extra effort to ensure quality work.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
1	2	3	4	5	6	7	Not Observed
Developing Performance		Good Performance			Superior Performance		
<ul style="list-style-type: none"> <li>Work does not meet expectations, has more than the expected number of errors</li> </ul>		<ul style="list-style-type: none"> <li>Work is usually very thorough and well done, few errors</li> </ul>			<ul style="list-style-type: none"> <li>Work is always very thorough and of excellent quality, few if any errors</li> </ul>		

**4. Quantity of Work.** The volume of work produced by the student, along with his or her speed and consistency of output.

<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input checked="" type="radio"/> 6	<input type="radio"/> 7	<input type="radio"/> Not Observed
Developing Performance		Good Performance			Superior Performance		
<ul style="list-style-type: none"> <li>Does not always complete work within time limits</li> </ul>		<ul style="list-style-type: none"> <li>Completes the majority of work within specified deadlines</li> </ul>			<ul style="list-style-type: none"> <li>Consistently completes work ahead of schedule; seeks additional tasks</li> </ul>		

**5. Problem Solving.** The student's demonstrated ability to analyze problems or procedures, evaluate alternatives, and select the best course of action.

<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input checked="" type="radio"/> 5	<input type="radio"/> 6	<input type="radio"/> 7	<input type="radio"/> Not Observed
Developing Performance		Good Performance			Superior Performance		
<ul style="list-style-type: none"> <li>Can make routine decisions but needs guidance and checking</li> </ul>		<ul style="list-style-type: none"> <li>Can be relied upon to make good decisions; requires limited guidance</li> </ul>			<ul style="list-style-type: none"> <li>Independently manages complex tasks and makes good decisions for work without guidance</li> </ul>		

**6. Teamwork.** The degree to which the student works well in a team setting.

<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input checked="" type="radio"/> 6	<input type="radio"/> 7	<input type="radio"/> Not Observed
Developing Performance		Good Performance			Superior Performance		
<ul style="list-style-type: none"> <li>Sometimes uncooperative; or experiences difficulty relating to others</li> </ul>		<ul style="list-style-type: none"> <li>Frequently cooperative, good team worker</li> </ul>			<ul style="list-style-type: none"> <li>Consistently cooperative, proactively seeks to improve working relationships</li> </ul>		

**7. Dependability.** The manner in which the student conducts his or herself in the working environment.

<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6	<input checked="" type="radio"/> 7	<input type="radio"/> Not Observed
Developing Performance		Good Performance			Superior Performance		
<ul style="list-style-type: none"> <li>Displays an inconsistent work ethic and does not always report to work on time or has some attendance issues</li> </ul>		<ul style="list-style-type: none"> <li>Displays a strong work ethic and is present at work and meetings in a reliable and timely manner</li> </ul>			<ul style="list-style-type: none"> <li>Displays an excellent work ethic and volunteers to adapt personal schedule to meet work demands</li> </ul>		

**8. Response to Supervision.** The manner in which the student responds to direction and constructive criticism.

<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input checked="" type="radio"/> 5	<input type="radio"/> 6	<input type="radio"/> 7	<input type="radio"/> Not Observed
Developing Performance		Good Performance			Superior Performance		
<ul style="list-style-type: none"> <li>Sometimes disregards direction and feedback from supervisor</li> </ul>		<ul style="list-style-type: none"> <li>Integrates feedback from supervisor into their work to improve productivity &amp; efficiency</li> </ul>			<ul style="list-style-type: none"> <li>Takes the initiative to follow through on all feedback from supervisor and to continuously improve upon their daily tasks and approach to work</li> </ul>		

**9. Reflection.** The student's demonstrated ability to learn and adapt from previous experience.

<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input checked="" type="radio"/> 6	<input type="radio"/> 7	<input type="radio"/> Not Observed
Developing Performance		Good Performance			Superior Performance		
<ul style="list-style-type: none"> <li>Has to be told many times before they modify their behaviour or approach to new work based on errors in previous performance</li> </ul>		<ul style="list-style-type: none"> <li>Occasionally needs reminder to modify their behaviour or approach to new work based on errors in previous performance</li> </ul>			<ul style="list-style-type: none"> <li>Independently recognizes the errors in previous performance and proactively modifies their behaviour and approach to new work</li> </ul>		

**10. Resourcefulness.** The student's demonstrated ability to develop innovative solutions and display flexibility in unique or demanding circumstances.

<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input checked="" type="radio"/> 6	<input type="radio"/> 7	<input type="radio"/> Not Observed
Developing Performance		Good Performance			Superior Performance		
<ul style="list-style-type: none"> <li>Unsure how to approach new or stressful situations; has difficulty adjusting to changing priorities and circumstances</li> </ul>		<ul style="list-style-type: none"> <li>Responds appropriately to new or stressful situations; can adjust to changing priorities and circumstances with guidance</li> </ul>			<ul style="list-style-type: none"> <li>Generates effective resolutions to new or stressful situations; readily adjusts to changing priorities and circumstances</li> </ul>		

**11. Ethical Behaviour.** The extent to which the student's behaviour demonstrates integrity and ethics in work and relationships.

<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input checked="" type="radio"/> 6	<input type="radio"/> 7	<input type="radio"/> Not Observed
Developing Performance		Good Performance			Superior Performance		
<ul style="list-style-type: none"> <li>Needs guidance in making appropriate choices to avoid questionable conduct</li> </ul>		<ul style="list-style-type: none"> <li>Is able to make the appropriate choices to avoid questionable conduct and/or a</li> </ul>			<ul style="list-style-type: none"> <li>Proactively identifies potential conflicts of interest or questionable conduct and acts to</li> </ul>		

and/or a conflict of personal and professional interests	conflict of personal and professional interests	avoid or mitigate these issues
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**12. Appreciation of Diversity.** The degree to which the student shows understanding and sensitivity to needs and differences of others (i.e. ethnicity, religion, language, etc.)

<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6	<input type="radio"/> 7	<input checked="" type="radio"/> Not Observed
Developing Performance		Good Performance			Superior Performance		
<ul style="list-style-type: none"> <li>Has difficulty interacting with others due to individual differences</li> </ul>		<ul style="list-style-type: none"> <li>Has positive interactions with others and is respectful of individual differences</li> </ul>			<ul style="list-style-type: none"> <li>Demonstrates leadership in promoting positive interactions and encouraging others to work together despite individual differences</li> </ul>		

**13. Entrepreneurial Orientation.** The student's demonstrated ability to take informed risks that demonstrate creativity and add value to the company.

<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6	<input type="radio"/> 7	<input checked="" type="radio"/> Not Observed
Developing Performance		Good Performance			Superior Performance		
<ul style="list-style-type: none"> <li>Has difficulty evaluating alternative ideas and making choices that enhance the department or organization</li> </ul>		<ul style="list-style-type: none"> <li>Able to evaluate alternative ideas and will sometimes make choices that enhance the department or organization</li> </ul>			<ul style="list-style-type: none"> <li>Able to effectively evaluate alternative ideas and independently makes choices that enhance the department or organization</li> </ul>		

**14. Written Communication.** The extent to which the student demonstrates effective written communication.

<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input checked="" type="radio"/> 6	<input type="radio"/> 7	<input type="radio"/> Not Observed
Developing Performance		Good Performance			Superior Performance		
<ul style="list-style-type: none"> <li>Not consistently clear and concise or requires frequent checking and editing</li> </ul>		<ul style="list-style-type: none"> <li>Normally clear, well organized and understandable and needs only moderate checking and editing</li> </ul>			<ul style="list-style-type: none"> <li>Always clear, well organized and easily understandable; rarely requires checking and editing</li> </ul>		

**15. Oral Communication.** The extent to which the student demonstrates effective oral communication.

<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input checked="" type="radio"/> 5	<input type="radio"/> 6	<input type="radio"/> 7	<input type="radio"/> Not Observed
Developing Performance		Good Performance			Superior Performance		
<ul style="list-style-type: none"> <li>Occasionally encounters difficulty with expressing ideas clearly and persuasively; demonstrates discomfort with public speaking</li> </ul>		<ul style="list-style-type: none"> <li>Normally clear, well organized, understandable, and persuasive, good public speaker</li> </ul>			<ul style="list-style-type: none"> <li>Always clear, well organized, easily understandable, and exceptionally persuasive, excellent public speaker</li> </ul>		

**16. Interpersonal Communication.** The extent to which the student effectively listens, conveys, and receives ideas, information, and direction.

<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input checked="" type="radio"/> 6	<input type="radio"/> 7	<input type="radio"/> Not Observed
Developing Performance		Good Performance			Superior Performance		
<ul style="list-style-type: none"> <li>Displays inconsistent listening skills and is reluctant to seek input from others</li> </ul>		<ul style="list-style-type: none"> <li>Interactions with others demonstrate acceptable listening skills and the ability to sometimes seek the opinions, ideas, and expertise of others</li> </ul>			<ul style="list-style-type: none"> <li>Interactions with others demonstrate exceptional active listening skills and the ability to proactively seek the opinions, ideas, and expertise of others</li> </ul>		

## OVERALL PERFORMANCE RATING

### Outstanding Performance

- The student has significantly exceeded all behavioural and developmental performance expectations in respect to output, quality standards, delivery of goals and assignments
- This rating is reserved for only those few students who have distinguished themselves by their unique contribution or exceptional performance

Your written comments are required below in order to register the rating of Outstanding.  
comments submitted

### Excellent Performance

- The student has exceeded all performance expectations in respect to output, quality standards, delivery of goals and assignments
- Receiving this rating means the manager is delighted with this student's performance

### Very Good Performance

<ul style="list-style-type: none"> <li>The student has met all and exceeded some performance expectations in respect to output, quality standards, delivery of goals and assignments</li> <li>Receiving this rating means the manager is very pleased with this student's performance</li> </ul>	<input type="radio"/>
<b>Good Performance</b> <ul style="list-style-type: none"> <li>The student meets performance expectations in respect to output, quality standards, delivery of goals and assignments</li> <li>Receiving this rating means the manager is pleased with this student's performance</li> </ul>	<input type="radio"/>
<b>Satisfactory Performance</b> <ul style="list-style-type: none"> <li>The student has not fully met the performance expectations in respect to output, quality standards, delivery of goals and assignments</li> <li>Receiving this rating means the manager is mostly satisfied with the student's performance</li> </ul>	<input type="radio"/>
<b>Marginal Performance</b> <ul style="list-style-type: none"> <li>Overall performance requires improvement and/or certain key aspects of performance require improvement while other aspects may be satisfactory</li> <li>Receiving this rating means the manager is displeased with this student's performance</li> </ul>	<input type="radio"/>
<b>Unsatisfactory Performance</b> <ul style="list-style-type: none"> <li>The student did not meet performance requirements</li> </ul>	<input type="radio"/>

**Supervisor's Comments** - Please comment on the student's overall job performance.

**Student's Comments** - Please comment on your overall performance including your ability to achieve learning objectives and your future employment expectations.

My work at Menlo Systems gave me with a strong set of skills relating to both the scientific and engineering fields. It is one thing to learn in a class room, but Menlo Systems provided me with an incredible outlet to apply my academic knowledge to the real world, along with furnishing me with skills needed for working in a lab setting. I most definitely achieved my learning objectives , and Im certain that I will have much to give to my future employers.

**Supervisor's Recommendations** - Please provide your recommendations for the student's personal and/or professional development (optional).

**\* required fields**

**\*Did you review the completed evaluation form with the student?** Please ensure the student has a copy.

☒ Yes

☐ No

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

☒ Yes

☐ No

☐ Not Applicable

**\*If yes, have you offered to re-employ the student for the next work term?**

☒ Yes

☐ No

☐ To be determined

**If yes, was your offer:**

☐ Accepted

☒ Declined

**If the student accepted, please confirm the work term dates:**

☐ Dates

☐ To be determined

Co-operative Education will contact you to confirm new job details.

**Supervisor:**  
**Title:**

**Management/Human Resources:**  
**Title:**