



Tshwane University of Technology

We empower people

FACULTY OF INFORMATION AND COMMUNICATION TECHNOLOGY

DEPARTMENT OF COMPUTER SCIENCE

Soft Skills Report

Date of Evaluation:	26 July 2024
Student Number:	219627467
Student Surname & Initials:	Mavasa MRD
Company Name:	Pax Divitiae

Employer's evaluation of student

Your evaluation of the student's performance will allow the student to assess the success of his/her work term. Your observations will also be of assistance to us in further counselling of the student.

This section should be completed by the individual in the best position to evaluate the student's training, work and attitude. It would be helpful if such a person could discuss it with the student.

Students are always interested in learning their mentor's/supervisor's assessment of their performance and are anxious for constructive criticism. We know from experience that your counselling can be most beneficial to their professional development, particularly their direct personal contact with the employer.

Instructions

- This evaluation may only be completed by the immediate mentor/supervisor of the student-in-training.
- This evaluation may only be completed in permanent ink.
- The student is to be evaluated on specific attitudes/abilities. There are specific options to choose from. Carefully read through all of the options before making an objective decision.
- Enter the specific number in the vacant block on the right hand side of the page (opposite to the options).
- Please supply a reason for your specific choice as we would like to make use of this information to either rectify our own curriculum and/or teaching methods and/or changes to our Workbooks.
- We recommend that this evaluation be completed at the end of the student's work term.

Please note that an "Outstanding" (4) rating should only be awarded in cases where the student really merits such a rating as a result of outstanding behaviour and work performance.

*Your assistance and support in this Work Integrated Learning(IDC 3B) Program is
sincerely appreciated.*

EVALUATION BY SUPERVISOR / MENTOR**SECTION A****1. Interest in work**

- 4 Very enthusiastic.
- 3 Satisfactory amount of enthusiasm for job.
- 2 Interest spasmodic - occasionally enthusiastic.
- 1 Little enthusiasm for job.

4

2. Initiative

- 4 Self-starter. Ask for new jobs. Looks for work to do.
- 3 Acts voluntarily in most matters.
- 2 Relies on supervision. Must be told what to do frequently.
- 1 Always waits to be told what to do next.

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3. Organisation and planning

- 4 Does an outstanding job of planning and organising his/her work.
- 3 Usually organises work adequately.
- 2 Does normal amount of planning and organising.
- 1 Unable to organise and plan work effectively.

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4. Ability to learn

- 4 Brilliant.
- 3 Quick.
- 2 Average.
- 1 Slow.

4

5. Quality of work

- 4 Usually thorough. Good work. Few errors.
- 3 Work usually needs review. Has normal amount of errors.
- 2 More than average amount of errors for a trainee.
- 1 Work usually done on careless manner.

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6. Judgement

- 4 Uses good common sense. Usually makes excellent decisions.
- 3 Judgement usually good in routine situations.
- 2 Judgement often not reliable.
- 1 Poor judgements. Jumps to conclusions without sufficient knowledge.

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7. Dependability

- 4 Can always be depended upon in any situation.
- 3 Can be depended upon in routine situations.
- 2 Somewhat unreliable. Needs above average checking.
- 1 Unreliable.

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8. Attitude towards work

- 4 Motivated. Eager to learn. Positive.
- 3 Usually motivated and willing to learn.
- 2 Lacks motivation occasionally. Accepts tasks without challenge.
- 1 Not motivated. Do not want new challenges.

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9. How well does the student get along with others?

- 4 Always works in harmony with others. An excellent team worker.
- 3 Most relations with others are harmonious under normal circumstances.
- 2 Difficult to work with at times. Sometimes antagonizes others.
- 1 Frequently quarrel some and causes friction.

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10. Acceptance of suggestions and criticism

- 4 Expresses appreciation and takes prompt action on suggestions and criticism by supervisor.
- 3 Accepts suggestions and criticism by supervisor in satisfactory manner.
- 2 Reluctantly accepts suggestions and criticism by supervisor.
- 1 Resents suggestions and criticism by supervisor.

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11. Communication skills - written expression

- 4 Good
- 3 Satisfactory
- 2 Needs improvement
- 1 Unsatisfactory

4

12. Communication skills - oral expression

- 4 Good
- 3 Satisfactory
- 2 Needs improvement
- 1 Unsatisfactory

4

FORM B

13. Attendance

4 Regular
0 Irregular

4

14. Appearance

4 Appropriate
0 Inappropriate

4

15. Overall performance

4 Good
3 Average
2 Marginal
1 Unsatisfactory

4

SECTION B

Please place a "tick" in the appropriate block for each evaluation criteria:

1 = Poor, 2 = Average, 3 = Good, 4 = Excellent

JOB PERFORMANCE	1	2	3	4
1. Has a sound knowledge of systems/procedures relevant to his/her job				4
2. Work speed and accuracy				4
3. Location of problems and ability to use own initiative to solve problems				4
4. Learns from errors and acts accordingly				4
5. Makes decisions quickly				4
6. Accepts responsibility for decisions made				4
7. Keeps abreast of new developments in job area				4
8. Ensures that his/her work is consistently of good quality				4
9. Preparedness to make an extra effort when required				4
10. Job understanding				4
11. Job satisfaction				4

FORM B

INTERPERSONAL SKILLS			
12. Bilingual			4
13. Telephone technique			4
14. Can accept criticism and directions			4
15. Contributes effectively to group tasks			4
16. Courteous to those in senior/similar/minor positions			4
17. Tact			4
18. Loyalty			4
19. Human relations			4
20. Handling of conflict			4
GENERAL			
22. Initiative			4
23. Computer/typing skills			4
24. Work speed and accuracy			4
25. Work under pressure			4

SECTION C

1. Which objectives would your company like to achieve through participation in the Work Integrated Learning process? Arrange the items in order of priority, where one is the most important and eight the least important objective.

CRITERIA	OBJECTIVE 1 TO 8
(a) Satisfaction of seasonal, project or short-term employee requirements	1
(b) Recruitment of long-term employees	6
(c) Recruitment of quality candidates	5
(d) Cost effective labour	4
(e) Affirmative action	3
(f) Obtain productive work	2
(g) Meet requirement of Skills Development Act	
Any other (please specify) _____ _____	

FORM B

2. Which elements of Work Integrated Learning are important to your company? Arrange items in order of priority, where one is the most important and six the least important element.

CRITERIA	ELEMENT 1 TO 6
(a) Pursuance of work PROJECTS/ASSIGNMENTS	5
(b) Availability of quality candidates	1
(c) Choice of more than one candidate	2
(d) Length of Work Integrated Learning period	3
(e) Initial selection of candidate by Experiential Learning Co-ordinator/lecturer(s)	6
(f) Any other (please specify) _____ _____	

3. Which criteria do you use when selecting students for Work Integrated Learning? Arrange the items in order of priority, where one is the most important and six the least important selection criteria.

SELECTION CRITERIA	CRITERIA 1 TO 6
(a) Related work experience	6
(b) Academic preparedness	4
(c) Academic achievement	5
(d) Maturity	3
(e) Interest/motivation	1
(f) Any other (please specify) _____ _____	

4. Do you think that arrangements prior to placement were professionally executed?

☒ Yes ☐ No

Please comment/explain: *The student was not placed though.*

5. Was the student well-prepared for training with regard to theoretical knowledge?

☒ Yes ☐ No

Please comment/explain: *He understood the work*

6. Would you like to conduct an interview with a student before accepting him/her?

☒ Yes ☐ No

7. If you conducted an interview, was the student well prepared?

☒ Yes ☐ No

FORM B

8. Did the Co-ordinator/lecturer contact you telephonically to enquire about the student's progress and wellbeing?

☒ Yes ☐ No

Please comment/explain: *He was doing a check in in progress and performance*

9. Did the Co-ordinator/lecturer(s) visit your company?

☐ Yes ☒ No

Please comment/explain:

10. Did you find the Co-ordinator's/lecturer's visit worthwhile?

☐ Yes ☒ No

Please comment/explain: *He did not visit the workplace.*

11. Was the student evaluation useful and comprehensive enough to evaluate the student sufficiently?

☒ Yes ☐ No

Please comment/explain: *Putting progress into documentation*

12. Would you continue to accept student(s) for training in future?

☒ Yes ☐ No

13. Would you be interested to accept students from other disciplines?

☒ Yes ☐ No

If yes, please specify: *I found the student ready and prepared*

14. Are there any sections/aspects of the syllabus that you think academic staff should place more emphasis on?


Business analysis

FORM B

15. Was the evaluation discussed with the student?

Yes

No

EVALUATION DONE BY:	
NAME:	Melvin Zitha
POSITION:	Senior Software Developer
SIGNATURE:	
DATE:	24/04/2024

COMPANY STAMP

