

Soft Skill Evaluation Form

Detail About the Criteria

1. Skill in Data Management

- Ability in gathering all required data/information and analyzing the gathered data for working or solving problems.
- Reliability of the sources of data references.
- Ability to retrieve required data/information for work as need or being requested.

2. Skill in Problem Solving

- Ability to clearly identify problems and source of problems.
- Ability to propose theoretical and practical solutions and ability to predict the impact of a solution.
- Ability to solve problems according to predefined objectives.

3. Responsibility and achievement

- Understand own roles and duties. Perform the assigned tasks to achieve the objective and be accomplish as assigned
- Seeing the benefits of work and commit to work successfully even though it is outside the scope of own work.
- Open mind to accept comments and apply it for improvement of works.
- Questioning if do not understand and try to search for additional information by themselves.

4. Having discipline in work

- Follow the rules and instructions, advise from supervisor or expert.
- Come to work on time, submit jobs or attend meeting in time.
- Realize and accept own mistake and report to supervisor or responsible person and immediate correct the mistake.

5. Having Good communication skill

- Ability to listen and summarize the key points
- Ability to use correct language which appropriate to situation and audiences and convey all the messages.
- Ability to understand the content and write it in a grammatical correct language for presentation or meeting report.

6. Ability to work as a team

- Know and understand own and team members' duties and responsibilities. Do the best for own responsibility.
- Realize the objective of the team and accept the way of individual works to support the team to achieve a goal.
- Assign a task to each member to have their own work and have regular meetings to keep track of the plan and progress of work.
- Have good relationships with colleagues, give opinions, listen to others, exchange knowledge or information, helping others and support the useful ideas (even it is not an own idea).

Student Name :

Student ID :

Semester :

Year :

Please evaluate each aspect of the co-op student by using scale from 1-4 points. Where 1= very poor, 2= below average, 3= good, 4= excellent.

Criteria	Score
1. Skill in Data Management	
2. Skill in Problem Solving	
3. Responsibility and achievement	
4. Having discipline in work	
5. Having Good communication skill	
6. Ability to work as a team	
Total	