Co-operative Education Performance Appraisal of Learning Skills and Work Habits

Student: Varun Dawrha Placement: Seed NanoTech International Inc. Supervisor: Mr. Conrad Rizal

E	Excellent	G	Good	S	Satisfactory	N	Needs Improvement	N/A	Not Applicable
Performance **consistently exceeds** workplace standards.		Performance **consistently meets** workplace standards.		Performance is **developing toward meeting** acceptable workplace standards.		Performance does not meet acceptable workplace standards.		Has not had the opportunity to demonstrate.	

Learning Skills and Work Habits		Midterm	Final
Responsibility	• Fulfills responsibilities and commitments at the placement • Completes assigned work according to supervisor's standards and time frame • Takes responsibility for own choices and manages own behavior • Reports absences as required		**E**
Independent Work	• Accomplishes tasks independently • Uses feedback from supervisor and co-workers to make needed adjustments • Follows instructions promptly, attentively and with minimal supervision		**E**
Collaboration	• Takes responsibility for own share of the work • Shows respect for the ideas and opinions of others • Listens attentively and communicates well • Works with others to resolve conflicts • Contributes positively to the workplace		**E**
Organization	• Creates and follows a plan for completing assigned work • Maintains organized work environment • Manages and uses time effectively • Completes online logs accurately and provides to supervisor on-time		**E**
Self-Regulation	• Sets own goals and monitors progress • Demonstrates honesty and integrity at the placement • Demonstrates consistent effort		**E**
Initiative	• Requires little prompting when completing tasks • Seeks new opportunities for learning when assigned tasks are completed • Seeks assistance and asks questions when necessary – possibly asks questions to extend learning at placement		**E**

MIDTERM Supervisor Comments: **Date:**

Strengths (e.g. asks for clarification about tasks assigned, works positively with co-workers, etc.):

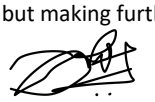
Areas for Development (e.g. needs to communicate more with co-workers and supervisor, etc.):

Supervisor signature

MIDTERM Student Comments:

Student signature

Name of Student: Varun Dawrha

FINAL Supervisor Comments: **Date:**
Strengths (e.g. asks for clarification about tasks assigned, works positively with co-workers, etc.): Varun has consistently performed admirably, and his work speed and grasp of the various real-world scenario assignments have significantly improved. He constantly tries his hardest to perform his best and deliver amazing outcomes on time. He works well with the team and always seeks clarification when he is unsure or wants to check something. **Areas for Development** (e.g. needs to communicate more with co-workers and supervisor, etc.): Soft skills are excellent components that are part of the working culture in any workplace seting. Varun should continue to use the same practice he has been applying at Seed NanoTech and keep working both independetly and with the project team and He is excellent in doiing this already. Varun should continue to focus on improving his communication skills, professionalism (such as dressed appropriately, being punctual, maintaining a positive mindset), and adhering to workplace norms, regulations, and standards. He should also work on his time management abilities. He can also make to-do lists, set reminders, and divide major projects into smaller, achievable ones. He is already good with all the above mentioned skills but making further improvement will benefit his work habits.    20/07/2023
Supervisor signature
FINAL Student Comments:
Student signature

Teacher Notes: