Final Report by (Company/Organization Mentor)

*(A copy of this report with the original signature of the Organization Mentor shall be provided to the student after the industrial attachment.)*

1. **Basic Information**

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| --- | --- | --- | --- | --- |
| Name of Organization: |  | | | |
| Address: |  | | | |
| Mentor’s Name: |  | Job title: | |  |
| Contact tel. no: |  | Department : | |  |
| E-mail Address: |  | Fax no: | |  |
| Name of student: |  | | | |
| Attachment period: | (Start Date ) | | (Finish Date) | |

1. **Comments about student**

(i) Please rate the Key Skills of the student during the attachment period:

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| **Key Skills** | **Performance** | | | | | | | | | |
| 1  *(Not Effective)* | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10  *(Very*  *Effective)* |
| 1. Communication Skills  * Chinese (verbal and written) |  |  |  |  |  |  |  |  |  |  |
| * English (verbal and written) |  |  |  |  |  |  |  |  |  |  |
| 1. IT Skills  * PC Hardware installation |  |  |  |  |  |  |  |  |  |  |
| * Software installation |  |  |  |  |  |  |  |  |  |  |
| * Use of ICT software |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| 1. Trade Skills |  |  |  |  |  |  |  |  |  |  |
| 1. Problem Solving Skill  * Utilization of appropriate resources |  |  |  |  |  |  |  |  |  |  |
| 1. Personal Management Skills  * Work prioritization |  |  |  |  |  |  |  |  |  |  |
| * Work organization |  |  |  |  |  |  |  |  |  |  |
| * Ability to work independently |  |  |  |  |  |  |  |  |  |  |
| 1. Teamwork Skills  * Appropriate use of teamwork (division of responsibilities and cooperation) |  |  |  |  |  |  |  |  |  |  |
| * Maintaining a harmonious team spirit |  |  |  |  |  |  |  |  |  |  |
| 1. Other Skills |  |  |  |  |  |  |  |  |  |  |
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(ii) In what ways did the student contribute to the Organization during the attachment period?

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(iii) Please comment on the student's strengths and weaknesses.

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(iv) In your opinion, in what ways can this industrial attachment be improved?

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(v) In your opinion, is this student employable?

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| Yes, because … | No, because … |

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| --- | --- | --- | --- | --- |
|  |  | March 27, 2015 |  |  |
| Organization’s Chop |  | Date |  | Signature of Mentor |
|  |  | March 27, 2015 |  |  |
| Endorsed by |  | Date |  | Signature |