University of Waterloo
Co-operative Education & Career Services

Student Performance Evaluation

BUILDING A TALENT TRUST

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1B Nanotechnology Engineering
Perry+Currier Inc

Job Title:	Patent Services Office IT Assistant
Job Description:	JOB DESCRIPTION:

JOB DESCRIPTION:
-programming of proprietary software package to manage database
-assist IT professionals in migration of local server application to hosted site
-includes testing, architecting and documenting of migration process

QUALIFICATIONS:
-should be an engineering, mathematics, or computer science student
-has strong interest and skills in IT architecture and software programming

SKILLS/OPPORTUNITIES:
-program management; documentation
-unique opportunity to be exposed to all aspects of intellectual property profession, including patent agents and patent lawyers, which may be a future career path for engineers and scientists
-excellent foundation for anyone considering law, including patent law, or other professional services profession that combines technology with other professional skills
-Tier 1 client base of well known major technology companies

Interest

☑ High Interest. Very Enthusiastic.	☐ More than average amount of	☐ Satisfactory amount of interest and	☐ Little interest or enthusiasm shown.	☐ Not Applicable.

| Takes pride in doing work well. | interest and enthusiasm. | enthusiasm. | | |

Initiative

| ☐ Self-starter. Asks for additional work. | ☑ Displays initiative consistently. | ☐ Acts voluntarily in routine situations. | ☐ Lacks initiative. Must be told frequently what to do. | ☐ Not Applicable. |

Planning and Organizing

| ☐ Does an outstanding job of planning and organizing work and time. | ☑ Plans and organizes work and time effectively. | ☐ Does average amount of planning and organizing. | ☐ Fails to plan and organize work and time effectively. | ☐ Not Applicable. |

Setting Goals

| ☐ Developed goals for the work term early and made excellent progress in working towards them; referred back to goals and evaluated progress at various points during the term. | ☑ Developed goals for the work term early and showed some effort in working towards them; did not often revisit goals or evaluate progress during the term. | ☐ Showed minimal effort early in the term to set goals; demonstrated no follow-up activity. | ☐ No evidence that the student set goals for the term. | ☐ Not Applicable/ Not Evaluated. |

Ability to Learn

| ☐ Excellent. | ☑ Above Average. | ☐ Average. | ☐ Below Average. | ☐ Not Applicable. |

Quality of Work

| ☑ Excellent: very few errors. | ☐ Good: few errors. | ☐ Satisfactory: has normal number of errors. | ☐ Unsatisfactory: frequent errors. | ☐ Not Applicable. |

Quantity of Work

| ☐ Excellent productivity. | ☑ Good productivity. | ☐ Satisfactory productivity. | ☐ Unsatisfactory productivity. | ☐ Not Applicable. |

Creativity

☐ Continually offers new ideas; extremely imaginative.	☑ Frequently offers new ideas; imaginative.	☐ Has average imagination and a reasonable number of new ideas.	☐ Rarely offers new ideas; limited imagination.	☐ Not Applicable.

Reflection and Integration from Prior Learning

☐ Frequently shows evidence of thinking deeply or reflecting in order to link previous learning experiences (from school or work) with current workplace activity.	☑ Sometimes shows evidence of thinking deeply or reflecting in order to link previous learning experiences (from school or work) with current workplace activity.	☐ Rarely shows evidence of thinking deeply or reflecting in order to link previous learning experiences (from schoool or work) with current workplace activity.	☐ Shows no evidence of thinking deeply or reflecting in order to link previous learning experiences (from school or work) with current workplace activity.	☐ Not Applicable/ Not Evaluated.

Judgment

☐ Decisions always based on thorough analysis of the situation.	☑ Usually makes good decisions.	☐ Decisions are satisfactory in routine situations.	☐ Decisions often based on inadequate analysis of the situation.	☐ Not Applicable.

Problem Solving Skills

☑ Highly adept and innovative.	☐ Adept at solving problems.	☐ Satisfactory problem solving abilities.	☐ Exhibits inadequate problem solving abilities.	☐ Not Applicable.

Dependability

☑ Reliable in any situation.	☐ Reliable in most situations.	☐ Reliable in routine situations.	☐ Unreliable; requires close supervision.	☐ Not Applicable.

Interpersonal Behaviour

☑ Always works in harmony with others. An excellent	☐ Congenial and helpful. Works well with	☐ Relations with others are harmonious under normal	☐ Frequently quarrelsome, causes friction. Uncommunicative	☐ Not Applicable.

team worker. Contributes to group relationships and effectiveness.	associates. Seen as an asset in furthering co-operation and group harmony.	circumstances.	and withdrawn to the point of having an adverse effect on group.

Handling Conflict

☐ Effectively and consistently handles interpersonal conflict in most situations.	☐ Handles interpersonal conflict adequately when absolutely necessary.	☐ Rarely handles interpersonal conflict appropriately.	☐ Shows no evidence of ability to handle interpersonal conflict.	☑ Not Applicable/ Not Evaluated.

Response to Supervision

☑ Responds maturely, positively and promptly to suggestions and feedback from supervisor. Very open minded.	☐ Willingly accepts suggestions and feedback from supervisor.	☐ Accepts suggestions and feedback from supervisor in a satisfactory manner.	☐ Often responds negatively to suggestions and feedback from supervisor.	☐ Not Applicable.

Communication - Written (including work reports, if applicable)

☑ Exceptionally clear, well organized and concise.	☐ Clear, organized and concise.	☐ Satisfactory writing skills.	☐ Inadequate writing skills	☐ Not Applicable.

Communication - Oral

☑ Exceptional oral communication; clear, well organized and easily understood.	☐ Clear and understandable.	☐ Satisfactory oral communication.	☐ Inadequate oral communication.	☐ Not Applicable.

Leadership Qualities

☑ Excellent ability to motivate and direct others.	☐ Very good.	☐ Exhibits average leadership skills.	☐ Presently lacks the ability to motivate and direct others.	☐ Not Applicable.

Adaptation to Formal Organizations, Rules and Policies

☐ Fully adaptable to recognized organizational structures, rules and policies.   ☑ Adapts well to recognized organizational structures, rules and policies.   ☐ Satisfactory adaptation to recognized organizational structures, rules and policies.   ☐ Adapts poorly to recognized organizational structures, rules and policies.   ☐ Not Applicable.

Areas of Strength   Areas for Development

Supervisor's Comments

Overall Performance Evaluation

☐ **Outstanding** (exceptional performance or unique contribution)

☑ **Excellent** (exceeded job requirements in all areas)

☐ **Very Good** (exceeded job requirements in one or more key areas)

☐ **Good** (met all job requirements)

☐ **Satisfactory** (need for improvement identified in one or more key areas)

☐ **Marginal** (needs improvement in may key areas)

☐ **Unsatisfactory** (did not meet job requirements)

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

☑ Yes   ☐ No

Next Work Term

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

Student's Comments

Supervisor:
Title:

Management/Human Resources:
Title: