

BDes Hons Interaction Design

PLACEMENT EMPLOYER'S REPORT (DPP/DPPI only)

The Industrial supervisor is asked to provide a written report [minimum 500 words], and information regarding the placement student's performance, the following criteria should be used to assess.

- Attendance and punctuality and commitment to work programme
- Initiative, organisation and planning
- Creativity and technical development appropriate to the work programme

Marks:	4	Excellent
	3	Verv Good
	2	Good
	1	Limited but sufficient
	0	Failed to meet required minimum standard

- Teamwork and integration
- Communication skills, written and oral

Please mark each element out of 4

Attendance and punctuality and commitment to work programme: 3/4

Jordan was a conscientious employee making efforts to arrive promptly and complete his multiple tasks in a timely fashion. There were several occasions where he arrived late for work, but after talking with Jordan we reached an understanding.

During his program, he only took 3 sick days in total.

Overall, Jordan was a committed employee. He worked diligently with his design lead, James Nelson, and came up with creative and innovative solutions to all of his briefs. More effort could have been put in with his pre-planning and spec work, but his digital work in Sketch and Invision were of a consistently high standard.

Initiative, organisation and planning: 3/4

Jordan's planning improved noticeably during his several months at Square, with mentorship from his team lead he became proficient at utilising JIRA (an industry standard issue tracking tool), logging his tasks and daily status.

He became more confident using white boarding and other non-digital methods to present ideas and solutions for design problems.

His presentations and reports were of sufficient quality.

Some work was required to get Jordan up to speed with how a proper and organised file structure should be utilised; this is something we stressed the importance of. After some initial missteps he quickly got to grips with the process.

Creativity and technical development appropriate to the work programme: 4/4

Jordan's creative and technical inputs were of an excellent standard. He was already proficient in Sketch, Invision, and Git. This was a great starting point, leading to less on-boarding when he joined the team.

His primary project was a major redesign of Square's status page for system failures. This involved several research tasks, numerous design iterations, and multiple prototypes. Jordan completed all of these stages with a high degree of technical aptitude.

His knowledge of basic HTML and CSS assisted him greatly. As our team is primarily composed of engineers, his basic system and coding knowledge allowed him to communicate his ideas quickly and understand limitations.

Side projects included assisting his design lead with developing a new site structure and doing a deep dive on global navigation solutions.

Jordan's work for Square should be implemented in Q2/3 of 2018.

Teamwork and integration: 2/4

Jordan's integration with his team could have been improved and I had two talks with Jordan during his time here in regards to this. I put this down to Jordan being out of his comfort zone. Once he settled in he grew more confident.

He made efforts to improve in this capacity. Jordan joined his team for several group lunches and team building activities including Square's annual Square Games and several Square One training events.

Jordan also completed several mandatory training courses - including an anti-money laundering course and a harassment in the workplace course.

Communication skills, written and oral: 2/4

Jordan was quiet initially, but once he got settled he was proficient at delivering presentations and reports including a presentation at Square's Town Hall event.

Jordan's written work was solid. He gave a major 150 slide research presentation on support article usability and legibility. Jordan's presentation included quality research and analysis that will be useful in developing future article style guides.

Overall: 3/4

Overall, Jordan was a conscientious and dedicated young designer who produced quality work.

We had to make the regrettable choice to end Jordan's internship early. Our team is a small engineering department and could not afford multiple designers, so we had to choose to hire a new full-time employee rather than continue Jordan's employment.

I wish Jordan all the best with his continuing academic studies and future career opportunities.



Kevin Williams - Feb 26th 2017
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