Cork Institute of Technology - Industrial Placement

**Student**: **Course**:

**Company**: **Supervisor(s)**:

**Visiting Lecturer**: **Date**:

**1. Interest in Work \_\_\_\_\_\_**

5. High interest in job, very enthusiastic

4. More than average amount of interest in the job

3. Satisfactory interest and enthusiasm in the job

2. Interest spasmodic, occasionally enthusiastic

1 Little interest or enthusiasm for the job

**2. Enterprise \_\_\_\_\_\_**

5. Self-starter, asks for new jobs, looks for work to do

4. Acts voluntarily in most matters

3. Acts voluntarily in routine matters

2. Relies on others, must be told often what to do

1. Usually waits to be told what to do next

**3. Organisation and Planning \_\_\_\_\_\_**

5. Does an excellent job of organising and planning work

4. Usually organises work well

3. Does normal amount of planning and organising

2. More often than not fails to organise and plan work effectively

1. More often than not fails to organise and plan work effectively

**4. Ability to Learn \_\_\_\_\_\_**

5. Exceptionally quick 4. Quick to learn

3. Average 2. Slow to learn 1. Very slow to learn

**5. Quality of Work \_\_\_\_\_\_**

5. Very thorough in performing work, very few errors if any

4. Usually thorough, good work, few errors

3. Work usually passes review, has normal amount of errors

2. More than average amount of errors for a trainee

1. Work usually done in careless manner, makes errors often

**6. Quantity of Work \_\_\_\_\_\_**

5. Highly productive in relation to other students

4. More than expected in comparison with other students

3. Expected amount of productivity for students

2. Less than expected in comparison with other students

1. Very low in comparison with other students

7. **Judgment** **\_\_\_\_\_\_**

5. Exceptionally good, decisions based on thorough analysis of problem

4. Uses good common sense, usually makes good decisions

3. Judgment usually good in routine situations

2. Judgment often undependable

1. Poor judgment, jumps to conclusions without sufficient knowledge

8. **Dependability** **\_\_\_\_\_\_**

5. Can always be depended upon in any situation 4. Can usually be depended upon in most situations

3. Can be depended upon in routine situations 2. Somewhat unreliable, needs checking

1. Unreliable

**9. Relations with Others \_\_\_\_\_\_**

5. Always works in harmony with others, an excellent team worker

4. Congenial and helpful, works well with associates

3. Most relations with others are harmonious under normal circumstances

2. Difficult to work with at times, sometimes antagonises others

1. Frequently quarrelsome and causes friction

**10. Creativity \_\_\_\_\_\_**

5. Continually seeks new and better ways of doing things, is extremely innovative

4. Frequently suggests new ways of doing things, is very imaginative

3. Has average amount of imagination, has reasonable amount of new ideas

2. Occasionally comes up with a new idea

1. Rarely has a new idea, is not very imaginative

**11. Communication Skills - Written Expression \_\_\_\_\_\_**

5. Very Good 4. Good 3. Satisfactory 2. Needs Improvement 1. Poor

**12. Communication Skills - Oral Expression \_\_\_\_\_\_**

5. Very Good 4. Good 3. Satisfactory 2. Needs Improvement 1. Poor

**13. Acceptance of criticism \_\_\_\_\_\_**

5. Overtly welcomes critique and advice on his/her performance

4. Accepts criticism willingly

3. Passive acceptance of criticism

2. Does not take criticism well

1. Becomes argumentative on criticism

**14. Punctuality \_\_\_\_\_\_**

5. Always early for appointments 4. Always on time

3. Occasionally late for appointments 2. Frequently late for appointments

1. Disregards appointment times

**15.** **Supervisor's comments on the student's performance (optional):**