

Zenghaoyu Zhang (1044243)

2020 - Fall - Computer Science / W-2 Work

**SWPP International Students' Perspective Instructional and Technical Support
Assistant - University of Guelph (Office of the Provost)**

EMPLOYER EVALUATION DETAILS

Confirmation of Evaluation Provider

Name (full name, ie. John Smith)	Dr. Kate Hoad-Reddick
Title	Experiential Learning Partnership Developer
Organization	The University of Guelph
Contact Information (phone or email)	hoadredk@uoguelph.ca

Next Work Term

Have you offered to re-employ the student for their next scheduled work term?	Not Applicable
If yes, was your offer accepted or declined?	
If the student has accepted, please confirm the work term dates (ie. May 6/19 - Aug 30/19)	

Work Performance Evaluation Questions

1. Quality of work: accuracy, attention to detail, thoroughness, timeliness, neatness, etc.	Harry has good attention to detail. He was thorough in his deliverables and always presented himself in a professional manner.
Question 1 Rating	Very Good
2. Productivity: quantity of work in relation to expectations	In this role, there are times when few faculty support inquiries are submitted. When he needed more work to do, Harry consistently reached out to his supervisor for ideas and direction. Harry took on work for the College of Arts website and made contributions to the website that went above and beyond.
Question 2 Rating	Outstanding
3. Organization and Planning Skills	Harry is an organized worker—he was able to plan and communicate effectively with his supervisor and team.
Question 3 Rating	Very Good
4. Decision Making and Judgement Skills	Harry needed support in making decisions throughout the coop placement but, overall, he exercised good judgement with the support of his peers and supervisor
Question 4 Rating	Good
5. Oral and Written Communication Skills	In this placement, Harry sometimes struggled with his communication skills. Understandably, the online setting of the placement posed some unique communications challenges. Sometimes Harry struggled with communicating in a group setting and was shy to speak up. Harry is a multi-talented individual and, when he comes out of his shell, he's a real pleasure to work with. I encourage him to work on building the

Question 5 Rating

6. Ability to Work with Others

confidence to participate more in group meetings. I think this is an area of improvement that will help Harry do better across the board.

Good

Harry did well to work effectively with his peers and colleagues in this role, despite the challenges of our current work from home environment. He was present and available to interact with others, especially with our work study student and website manager.

Very Good

Question 6 Rating

7. Ability to Learn

Harry is a quick study. He absorbed his training with ease and was able to get to work supporting the COA right away. Harry is bright and has an excellent ability to learn and apply his knowledge.

Very Good

Question 7 Rating

8. Demonstrated Initiative

Harry demonstrated an understated and thoughtful initiative in his role. He took steps to bring effective tools to our group not to self-promote but, rather, to help our team succeed. Behind-the-scenes, Harry would always be taking steps to adopt projects without needing to be nudged or asked. He was also very quick to respond to faculty inquiries through the shared email address our team used.

Outstanding

Question 8 Rating

9. Reliability and Dependability

Harry is a dependable colleague. He has excellent followthrough and is always there to support his peers. I could always count on Harry to be present, professional and an overall support to our co-op team.

Very Good

Question 9 Rating

10. Student's progress toward attaining their work semester learning goals (created early in the work term by the student as per Co-operative Education requirements).

I feel confident Harry has grown in each development area he set for his placement. I think if we had a longer placement, we'd be able to make even more progress on those learning goals.

Good

Question 10 Rating

11. Please make suggestions for the student's personal and professional development. Consider academic preparedness, career suitability, etc.

Harry brought enthusiasm to our team and a commitment to helping faculty. While sometimes Harry can appear quiet in the group, he works effectively with a team, especially in a 1:1 setting. I encourage Harry to continue to build confidence with his language skills and continue to bring his best to his studies and workplaces.

Very Good

12. Please give your overall assessment of the student's job performance. Note: Please do not select "In Process".

Student Evaluation Comments:

Last Updated By

Lindsay Shirley (shirleyl) on December 17, 2020 03:29 PM