

MASTERS DEGREE IN AEROSPACE ENGINEERING

INDUSTRIAL STAGE PERFORMANCE EVALUATION AND DEVELOPMENT RECORD

This form should be used as more than a vehicle for evaluation of performance. It is also intended to encourage the manager and student to discuss the student's personal development. It is important that the review be completed by the student's immediate manager. To ensure that the student is actively involved in understanding the process; provision is made at the end of the form for the student to comment on the outcome of the discussion.

Student Name: _____ Work Term Period: _____
University: _____ Student School ID: _____
Discipline: _____ Company: _____
Manager Name: _____ Department: _____
Supervisor Name: _____ Department: _____

Task Description: Please provide a brief summary of the student's activities and responsibilities:

Please assess the student in each of the following areas by checking (or) the box which best describes his/her performance. *Note: Check N/A if not applicable.*

Interest in Work: (N/A)

<input type="checkbox"/> High interest in job. Very enthusiastic.	<input type="checkbox"/> More than average interest and enthusiasm for the job.	<input type="checkbox"/> Satisfactory interest and enthusiasm for the job.	<input type="checkbox"/> Interest spasmodic. Occasionally enthusiastic.	<input type="checkbox"/> High interest in job. Very enthusiastic.
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Initiative: (N/A)

<input type="checkbox"/> Self-starter. Asks for new jobs.	<input type="checkbox"/> Acts voluntarily in most matters.	<input type="checkbox"/> Acts voluntarily in routine matters.	<input type="checkbox"/> Relies on others. Must be told frequently what to do.	<input type="checkbox"/> Usually waits to be told what to do next.
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Organization and Planning: (N/A)

<input type="checkbox"/> Does an excellent job of planning and organizing work.	<input type="checkbox"/> Usually organizes work well.	<input type="checkbox"/> Does normal amount of planning and organizing.	<input type="checkbox"/> More often than not, fails to organize and plan work effectively.	<input type="checkbox"/> Consistently fails to organize and plan work effectively.
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Ability to Learn: (N/A)

<input type="checkbox"/> Exceptionally quick.	<input type="checkbox"/> Quick to learn.	<input type="checkbox"/> Average.	<input type="checkbox"/> Slow to learn.	<input type="checkbox"/> Very slow to learn.
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Quality of Work: (N/A)

<input type="checkbox"/> Very thorough in performing work. Errors very few if any.	<input type="checkbox"/> Usually thorough. Good work. Few errors.	<input type="checkbox"/> Work usually passes review. Has normal amount of errors.	<input type="checkbox"/> More than average amount of errors for a trainee.	<input type="checkbox"/> Work usually done in careless manner. Makes errors often.
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Quantity of Work: (N/A)

<input type="checkbox"/> Highly productive in comparison to other students.	<input type="checkbox"/> More than expected in comparison with other students.	<input type="checkbox"/> Expected amount of productivity for students.	<input type="checkbox"/> Less than expected in comparison with other students.	<input type="checkbox"/> Very low in comparison with other students.
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Judgment: (N/A)

<input type="checkbox"/> Exceptionally good. Decisions based on thorough analysis.	<input type="checkbox"/> Uses good common sense. Usually makes good decisions.	<input type="checkbox"/> Judgment usually good in routine situations.	<input type="checkbox"/> Judgment often undependable.	<input type="checkbox"/> Poor: jumps to conclusions without sufficient knowledge.
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Dependability: (N/A)

<input type="checkbox"/> Can always be depended on in any situation.	<input type="checkbox"/> Can usually be depended on in most situations.	<input type="checkbox"/> Can be depended upon in routine situations.	<input type="checkbox"/> Somewhat unreliable, needs above average checking.	<input type="checkbox"/> Unreliable.
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Relations with Others: (N/A)

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|---|---|--|---|--|
| <input type="checkbox"/> Always works in harmony with others. An excellent team worker. | <input type="checkbox"/> Congenial and helpful. Works well with associates. | <input type="checkbox"/> Most relations with others are harmonious under normal circumstances. | <input type="checkbox"/> Difficult to work with at times. Sometimes antagonizes others. | <input type="checkbox"/> Frequently quarrelsome and causes friction. |
|---|---|--|---|--|

Creativity: (N/A)

- | | | | | |
|--|--|---|---|--|
| <input type="checkbox"/> Continually seeks new and better ways of doing things; is extremely innovative. | <input type="checkbox"/> Frequently suggests new ways of doing things; is very innovative. | <input type="checkbox"/> Has average amount of imagination; has reasonable amount of new ideas. | <input type="checkbox"/> Occasionally comes up with a new idea. | <input type="checkbox"/> Rarely has a new idea. Is not very imaginative. |
|--|--|---|---|--|

Communication Skills:

- | | | | | |
|---------------------------|------------------------------------|-------------------------------|---------------------------------------|--|
| <i>Written Expression</i> | <input type="checkbox"/> Very good | <input type="checkbox"/> Good | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Needs improvement |
| <i>Oral Expression</i> | <input type="checkbox"/> Very good | <input type="checkbox"/> Good | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Needs improvement |

Leadership: (N/A)

- | | |
|---|--|
| <input type="checkbox"/> Often demonstrates an ability to lead co-workers to achieve goals through constraints. | <input type="checkbox"/> Rarely demonstrates an ability to lead co-workers to achieve goals through constraints. |
|---|--|

Attendance:

- | | |
|----------------------------------|------------------------------------|
| <input type="checkbox"/> Regular | <input type="checkbox"/> Irregular |
|----------------------------------|------------------------------------|

Acceptance of Criticism and Suggestions:

- | | |
|--|---|
| <input type="checkbox"/> Appreciative or willing | <input type="checkbox"/> Resentful or reluctant |
|--|---|

Punctuality:

- | | |
|----------------------------------|------------------------------------|
| <input type="checkbox"/> Regular | <input type="checkbox"/> Irregular |
|----------------------------------|------------------------------------|

Major Strengths are:

1. _____
2. _____
3. _____

Areas for Improvement:

1. _____
2. _____
3. _____

Overall Performance:

- | | | | |
|--------------------------------------|------------------------------------|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> Outstanding | <input type="checkbox"/> Very Good | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Marginal |
|--------------------------------------|------------------------------------|---------------------------------------|-----------------------------------|

Has this evaluation been discussed with the student? Yes / No

If employment is available, would you support the placement of this student in another Internship position? Yes / No

Give your opinion about the student as potential candidate for regular employment following graduation.

If you wish to comment on the program in general, or on the preparation of the student in particular, your observations will be welcome.

Date

Manager's Signature

Student's Comments: Regarding this evaluation, do you have any comment?

Date

Student's Signature

Note: Please return the completed form to the host university.