

Student work achievement Evaluation Form

Cooperative Education Kasetsart University

Instruction

1. It is requested that only the Job supervisor or a person designated by the workplace complete this form.
2. There are eighteen items in this evaluation form; please complete every item.
3. Please evaluate the student by providing appropriate mark in the box of each item. If there is no information related to the items, please put – and please provide additional comments (if there are some)
4. Once this evaluation form is completed, put this form in an envelope sealed “Confidential” and give it to the student to immediately return this form to Cooperative Education Program

Work Term Information

Student's name - Lastname _____ Student ID . _____

Field of study _____ Faculty _____

Name of workplace _____

Evaluator's name - Lastname _____

position _____ Department _____

Work Achievement

Items	
1. Quantity of work Quantity of work achieved by the student in a timely and satisfactory manner in comparison to other students	<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">20 marks</div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
2. Quality of work Ability to perform work with neatness and carefulness by without problems, unfinished assignment and complete the tasks in a timely manner	<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">20 marks</div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

Knowledge and Ability

Items			
<p>3. Academic ability</p> <p>Student has adequate academic ability to perform work as assigned (in the level the student can perform)</p>	<table border="1" style="width: 100%;"> <tr><td style="text-align: center;">10 marks</td></tr> <tr><td style="height: 20px;"> </td></tr> </table>	10 marks	
10 marks			
<p>4. Ability to learn and apply knowledge</p> <p>Ability to learn quickly, understand the information, news, and work process including the ability to apply knowledge with the work process</p>	<table border="1" style="width: 100%;"> <tr><td style="text-align: center;">10 marks</td></tr> <tr><td style="height: 20px;"> </td></tr> </table>	10 marks	
10 marks			
<p>5. Practical ability</p> <p>Such as field experience or in the laboratory</p>	<table border="1" style="width: 100%;"> <tr><td style="text-align: center;">10 marks</td></tr> <tr><td style="height: 20px;"> </td></tr> </table>	10 marks	
10 marks			
<p>6. Judgment and decision making</p> <p>Possess excellent, accurate and quick decision making. Ability to analyse and solve the problems with carefulness.</p>	<table border="1" style="width: 100%;"> <tr><td style="text-align: center;">10 marks</td></tr> <tr><td style="height: 20px;"> </td></tr> </table>	10 marks	
10 marks			
<p>7. Organization and planning</p>	<table border="1" style="width: 100%;"> <tr><td style="text-align: center;">10 marks</td></tr> <tr><td style="height: 20px;"> </td></tr> </table>	10 marks	
10 marks			
<p>8. Communication skills</p> <p>Ability to communicate in term of speaking, writing and presentation skills. Communication is understandable, clear, accurate and procedural without any confusion. Enquiring and informing in case of emergency</p>	<table border="1" style="width: 100%;"> <tr><td style="text-align: center;">10 marks</td></tr> <tr><td style="height: 20px;"> </td></tr> </table>	10 marks	
10 marks			
<p>9. Foreign language and cultural development</p> <p>Such as ability to use English language, work with foreigner</p>	<table border="1" style="width: 100%;"> <tr><td style="text-align: center;">10 marks</td></tr> <tr><td style="height: 20px;"> </td></tr> </table>	10 marks	
10 marks			
<p>10. Suitability for Job position</p> <p>Ability to develop oneself according to job position and job description</p>	<table border="1" style="width: 100%;"> <tr><td style="text-align: center;">10 marks</td></tr> <tr><td style="height: 20px;"> </td></tr> </table>	10 marks	
10 marks			

Responsibility

Items			
<p>11. Responsibility and dependability</p> <p>Perform work with goal oriented and work achievement. Be rational and responsible for duties. Maintain regular work without too much control (in case of full time job). Be dependable with every assignment</p>	<table border="1"> <tr><td>10 marks</td></tr> <tr><td> </td></tr> </table>	10 marks	
10 marks			
<p>12. Interest in work</p> <p>Perform work with high interest and eagerness. He or She has perseverance and attempt to accomplish the assignment.</p>	<table border="1"> <tr><td>10 marks</td></tr> <tr><td> </td></tr> </table>	10 marks	
10 marks			
<p>13. Initiative or self starter)</p> <p>Upon the supervision from the job supervisor, he or she can be self starter working without any commands (in case of full time jobs). Be helpful and useful to others. Never let the time pass by doing nothing.</p>	<table border="1"> <tr><td>10 marks</td></tr> <tr><td> </td></tr> </table>	10 marks	
10 marks			
<p>14. Response to supervision</p> <p>He or She's easily adjustable and willing to response to supervision, and command by not showing any unsatisfactory manner.</p>	<table border="1"> <tr><td>10 marks</td></tr> <tr><td> </td></tr> </table>	10 marks	
10 marks			

Personality

Items			
<p>15. Personality</p> <p>He or She has appropriate personality and manner such as attitude, maturity, good dressing, respect, punctuality and others.</p>	<table border="1"> <tr><td>10 marks</td></tr> <tr><td> </td></tr> </table>	10 marks	
10 marks			
<p>16. Interpersonal skills</p> <p>Ability to get along well with others, work in team, be amiable and affectionate to others.</p>	<table border="1"> <tr><td>10 marks</td></tr> <tr><td> </td></tr> </table>	10 marks	
10 marks			
<p>17. Discipline and adaptability to formal organization</p> <p>Willing to learn and comply the policy and regulation of the organization. Follow the work site certain rules (work attendance, anticipated absences) and follows the rules of safety and 5 quality control</p>	<table border="1"> <tr><td>10 marks</td></tr> <tr><td> </td></tr> </table>	10 marks	
10 marks			

