



Code /

CO-OP STUDENT PERFORMANCE APPRAISAL

Instruction

1. The respondent/evaluator must be the students' job supervisor or the person assigned to response the appraisal.
2. This appraisal has 18 items. Please response all them to make the appraisal complete.
3. Please fill the score in this square in each item of the appraisal. If data is not available, mark and give additional opinion (if any)
4. When the appraisal is done, the evaluator can either send it by mail or put the document in the envelope, stamp "confidential" and ask the student to bring it to co-op Project , University of the Thai Chamber of Commerce as soon as the student return to University of the Thai Chamber of Commerce.

Attn: Head of Co-Op

Below are co-op performance appraisal result :

Work Term Information

Name–Surname(Student).....Code of student.....
 Major.....School.....
 Employer Name.....
 Evaluator Name.....
 Position.....Department.....

Below are the performance report proposal :

Work Achievement

Items			
<p>1. Quantity of work</p> <p>Quantity of work that the student achieved in their duty or as assigned within deadline</p>	<table border="1" style="width: 100%; height: 40px;"> <tr> <td style="text-align: center;">20 points</td> </tr> <tr> <td style="height: 20px;"> </td> </tr> </table>	20 points	
20 points			
<p>2. Quality of work</p> <p>Correct, complete, neat , carefully do the job, finish the job without problem followed, no pending Job, finish the job on time or before deadline.</p>	<table border="1" style="width: 100%; height: 40px;"> <tr> <td style="text-align: center;">20 points</td> </tr> <tr> <td style="height: 20px;"> </td> </tr> </table>	20 points	
20 points			

Knowledge and Ability

Items			
<p>3. Academic ability</p> <p>The student has enough academic knowledge to do the job assignment.</p>	<table border="1" style="width: 100%;"> <tr><td style="text-align: center;">10 point</td></tr> <tr><td style="height: 20px;"> </td></tr> </table>	10 point	
10 point			
<p>4. Ability to learn and apply knowledge</p> <p>The speed of learning , understanding data and information and method of working and applying the knowledge to the job</p>	<table border="1" style="width: 100%;"> <tr><td style="text-align: center;">10 point</td></tr> <tr><td style="height: 20px;"> </td></tr> </table>	10 point	
10 point			
<p>5. Practical ability</p> <p>Such as field and lab operation.</p>	<table border="1" style="width: 100%;"> <tr><td style="text-align: center;">10 point</td></tr> <tr><td style="height: 20px;"> </td></tr> </table>	10 point	
10 point			
<p>6. Organization and planning</p> <p>Efficient organizing and planning.</p>	<table border="1" style="width: 100%;"> <tr><td style="text-align: center;">10 points</td></tr> <tr><td style="height: 20px;"> </td></tr> </table>	10 points	
10 points			
<p>7. Judgement and decision making</p> <p>Thoroughly analyzing data and problems before making decision , good, correct and fast decision making, And good at solving facing problem,</p>	<table border="1" style="width: 100%;"> <tr><td style="text-align: center;">10 points</td></tr> <tr><td style="height: 20px;"> </td></tr> </table>	10 points	
10 points			
<p>8. Communication skills</p> <p>Easily understandable , clear, concise, in good order speaking , writing , presentation and communication which make the job smooth and convenient. Have the regular practice of questioning and reporting difficulty and result performance.</p>	<table border="1" style="width: 100%;"> <tr><td style="text-align: center;">10 points</td></tr> <tr><td style="height: 20px;"> </td></tr> </table>	10 points	
10 points			
<p>9. Ability of using international language / international culture</p> <p>Ability of using international language / international culture in job performance and communication. Ability of self adjustment to work with foreigners.</p>	<table border="1" style="width: 100%;"> <tr><td style="text-align: center;">10 points</td></tr> <tr><td style="height: 20px;"> </td></tr> </table>	10 points	
10 points			
<p>10. Suitability for job position</p> <p>Ability of suitable self-development as required to operate in the position and job description as assigned . Is this position suitable for the student?</p>	<table border="1" style="width: 100%;"> <tr><td style="text-align: center;">10 points</td></tr> <tr><td style="height: 20px;"> </td></tr> </table>	10 points	
10 points			

Responsibility

Items			
<p>11. Responsibility and dependability</p> <ul style="list-style-type: none"> - Getting the job done by mainly considering the goal and achievement. - Ability of rationally acceptance the consequence of work. - Being dependable for increased jobs responsibility in regular circumstances and every circumstance. 	<table border="1" style="width: 100%;"> <tr><td style="text-align: center;">10 points</td></tr> <tr><td style="height: 20px;"> </td></tr> </table>	10 points	
10 points			

Items			
<p>12. Interest in work</p> <p>Having enthusiasm , diligent to get the job done. Being undiscouraged when facing obstacles or problems.</p>	<table border="1" style="width: 100%;"> <tr><td style="text-align: center;">10 points</td></tr> <tr><td style="height: 20px;"> </td></tr> </table>	10 points	
10 points			
<p>13. Initiative or self starter</p> <p>Ability to initiate job after getting the suggestion without waiting for order (if necessary) , always offer to helping handling more job without wasting time.</p>	<table border="1" style="width: 100%;"> <tr><td style="text-align: center;">10 points</td></tr> <tr><td style="height: 20px;"> </td></tr> </table>	10 points	
10 points			
<p>14. Response to supervision</p> <p>Willingness to get order, suggestion, criticism and don't react to criticism, speed of taking action after receiving order. There is self –adjustment as suggested or according to suggestions.</p>	<table border="1" style="width: 100%;"> <tr><td style="text-align: center;">10 points</td></tr> <tr><td style="height: 20px;"> </td></tr> </table>	10 points	
10 points			

Personality

Items			
<p>15. Personality</p> <p>Have good personality and well behavior such as dressing, attitude, maturity, good manner of speaking , having humility.</p>	<table border="1" style="width: 100%;"> <tr><td style="text-align: center;">10 points</td></tr> <tr><td style="height: 20px;"> </td></tr> </table>	10 points	
10 points			
<p>16. Interpersonal skills</p> <p>Ability to work well with others. Having good human relationship. Enhancing unity and harmony in organization</p>	<table border="1" style="width: 100%;"> <tr><td style="text-align: center;">10 points</td></tr> <tr><td style="height: 20px;"> </td></tr> </table>	10 points	
10 points			
<p>17. Discipline and adaptability to formal organization</p> <p>Interest in learning, studying rules and regulations (starting work ,taking leave) . Following the plant security rules and 5 S quality controlling.</p>	<table border="1" style="width: 100%;"> <tr><td style="text-align: center;">10 points</td></tr> <tr><td style="height: 20px;"> </td></tr> </table>	10 points	
10 points			
<p>18. Ethics and morality</p> <p>Being honest and truthful, generous, sacrifice, unselfish</p>	<table border="1" style="width: 100%;"> <tr><td style="text-align: center;">10 points</td></tr> <tr><td style="height: 20px;"> </td></tr> </table>	10 points	
10 points			

Please give comments on the student

Strength	Improvement
<p>Once the student graduate, will you be interested to offer him/her a job ?</p> <p>() Yes () Not sure () No</p>	

Other comments

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Evaluator's Signature

(.....)

Position.....

Date.....

**Remark : If the Co-Op don't receive this
Performance appraisal within schedule , the
student will not pass the appraisal**

For Co-op staff only

Point ข้อ 1-2 = ÷ 1 =point
Point ข้อ 3-10 = ÷ 4 = point
Point ข้อ 11-14 = ÷ 2 = point
Point ข้อ 15-18 = ÷ 2 = point

รวม = ____ point
100