

Job No.

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(Only for institution staff)

Performance Evaluation Form for Cooperative Education Faculty of Humanities, Chiang Mai University

Explanations

1. The person who fills out this form must be the job supervisor or others assigned to work with cooperative education program.
2. There are 21 questions on this form to be completely filled out for successful evaluation.
3. Write a score in the provided box for each of the questions: 5 = Best, 4 = Good, 3 = Satisfactory, 2 = less than satisfactory, and 1 = the least satisfactory.
4. Once completed, please enclose it in the envelop and stamp " **Confidential** ", and have the student deliver it to the Educational Services and Student Quality Development Section, Faculty of Humanities, Chiang Mai University immediately after completion of the training or once he/she returns to the university.

To Dean

The performance evaluation of the cooperative education student is as follows:

Work Term Information

Student Name _____ Student ID _____
 Department _____ Faculty _____
 Employer Name _____
 Evaluator Name _____
 Position _____ Department _____

Work Achievement

Items	
1. Quantity of Work All work assigned was completed before or on time (up to the level the student could accomplish) comparing to other students.	5 Points <table border="1" style="display: inline-table; width: 40px; height: 20px; vertical-align: middle;"></table>
2. Quality of Work Student could perform the work neatly, correctly and completely without rework.	5 Points <table border="1" style="display: inline-table; width: 40px; height: 20px; vertical-align: middle;"></table>

Knowledge and Ability

Items	
3. Academic Ability Student has sufficient academic knowledge to do his/her assigned duties (at the level that students can practice).	5 Points <table border="1" style="display: inline-table; width: 40px; height: 20px; vertical-align: middle;"></table>
4. Ability to Learn and Apply Knowledge Student is able to learn and understand the information and work process quickly, and is able to adapt the knowledge to his/her duties.	5 Points <table border="1" style="display: inline-table; width: 40px; height: 20px; vertical-align: middle;"></table>
5. Practical Ability Student is able to use his/her practical skills in the field or operating lab efficiently.	5 Points <table border="1" style="display: inline-table; width: 40px; height: 20px; vertical-align: middle;"></table>
6. Judgment and Decision Making Student is able to make good judgment and decision promptly without supervision, analyze data and problems carefully before making decision accordingly.	5 Points <table border="1" style="display: inline-table; width: 40px; height: 20px; vertical-align: middle;"></table>

Items	
7. Management and Planning Student is able to manage and plan accurately	5 Points <input style="width: 40px; height: 20px;" type="text"/>
8. Communication Skills Student is able to speak, write and present neatly, clearly, accurately, concisely, and Sequentially. Having ability to ask questions and report the outcome and obstacles confronted.	5 Points <input style="width: 40px; height: 20px;" type="text"/>
9. Foreign Language and Cultural Development Student is able to use appropriate foreign language and technical terms. <i>(Evaluation only for business with foreigners or using a foreign language to communicate)</i>	5 Points <input style="width: 40px; height: 20px;" type="text"/>
10. Suitability for Job Position Student is able to develop himself/herself to fit the position or the job requirements, or by how much this position fits the student's ability.	5 Points <input style="width: 40px; height: 20px;" type="text"/>

Responsibility

Items	
11. Responsibility and Dependability Student is able to accomplish his/her work by focusing on achieving the goal and reasonably accepted the outcome. The student can start his/her routine work without supervision and complete tasks according to the goals by working rationally.	5 Points <input style="width: 40px; height: 20px;" type="text"/>
12. Interest in Work Student is interested and enthusiasm in his/her work and tries to get the job done with eagerness, and is not discouraged by obstacles and problems.	5 Points <input style="width: 40px; height: 20px;" type="text"/>
13. Initiative or Self Starter After the job functions has been described to, student is able to start his or her routine work without supervision, and offers help in all tasks without wasting valuable time.	5 Points <input style="width: 40px; height: 20px;" type="text"/>
14. Response to Supervision Student is willing to accept instructions, suggestions, and critiques without negative gesture; follow the instructions promptly and adjust himself/herself accordingly to the suggestions and critiques.	5 Points <input style="width: 40px; height: 20px;" type="text"/>

Personality

Items	
15. Personality Student possesses good appearance and personality such as, attitude, maturity, humbleness, neatness and being on time.	5 Points <input style="width: 40px; height: 20px;" type="text"/>
16. Interpersonal Skills Student is able to work with others as a team, is a good helper and well accepted promoting cooperation.	5 Points <input style="width: 40px; height: 20px;" type="text"/>
17. Discipline and Adaptability to Organization Student pays attention to learning and follows the rules and policies of the organization including methods, procedures and safety in a business and quality management.	5 Points <input style="width: 40px; height: 20px;" type="text"/>
18. Ethics and Morality Student is ethical, trustworthy, generous and considerate.	5 Points <input style="width: 40px; height: 20px;" type="text"/>

