



UNIVERSITY OF GUYANA
Faculty of Engineering & Technology
Office of the Industrial Liaison

QUARTERLY STUDENT PERFORMANCE APPRAISAL FORM

[This report must be submitted to the I.L.O's office at the end of each quarter]

..... [Student name] [USI No.] [Department- FET]
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..... [Company/Organization] [Department attached] Name of Immediate Supervisor
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..... [Quarter] [Training start date] [Training end date]
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1. Please describe the responsibilities of the student during this quarter with your department:

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2. Did the student exhibit the level of academic engineering preparation necessary to achieve the level of performance required for his/her training? Yes / No. If the response is 'No' please explain.

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INSTRUCTIONS: The immediate supervisor should objectively evaluate the student's performance based on daily responsibilities and projects assigned and discuss the findings with the student prior to his/her signing.

Rating Scale: 5 – Exceeds expectations: 4 – Meets expectations: 3 – Meets expectations minimally: 2 – Needs improvement: 1 – Unacceptable N – No basis for assessment							
COMPETENCIES	RATING [Circle the most appropriate]						REMARKS
BASELINE ATTRIBUTES	5	4	3	2	1	N	
Demonstrates knowledge and application of architectural engineering principles appropriate for the student's education level.							
Has adequate knowledge of the job, understand the scope of the job and learns new tasks with minimum supervision.	5	4	3	2	1	N	
Work is accurate, well organized, thorough, and meets stated objectives.	5	4	3	2	1	N	
Is consistency on time, prioritizes projects/assignments and meets schedules, deadlines and commitments. Follows up to bring closure and/or completes hand-off	5	4	3	2	1	N	
Demonstrates problems identification and problem-solving skills. Suggests appropriate solution to business needs and problems	5	4	3	2	1	N	
INITIATIVE	5	4	3	2	1	N	
Identifies opportunities and takes responsibilities for needed action							
Suggest innovative solutions and is willing to try new approaches.	5	4	3	2	1	N	

COMPETENCIES	RATING [Circle the most appropriate]						REMARKS
	5	4	3	2	1	N	
Seeks and obtains internal/external resources and information as needed.	5	4	3	2	1	N	
Understand the importance of acquiring new knowledge and skills.	5	4	3	2	1	N	
TEAM WORK AND COOPERATION Treats other employees and customers in a respectful manner.	5	4	3	2	1	N	
Understands the company's concept of teamwork and contributes to its goals.	5	4	3	2	1	N	
Listens to others and other point of view. Responds appropriately.	5	4	3	2	1	N	
Builds trust by demonstrating professional and ethical responsibility.	5	4	3	2	1	N	
Responds to change and views change as an opportunity to improve performance and productivity.	5	4	3	2	1	N	
COMMUNICATION Communicates clearly, concisely, appropriately.	5	4	3	2	1	N	
Identifies informational needs of others and provides accurate and relevant data/information to the appropriate people.	5	4	3	2	1	N	
Ability to communicate through formal and informal presentations.	5	4	3	2	1	N	
Ability to communicate through written reports and documents	5	4	3	2	1	N	
OVERALL PERFORMANCE [Divide the total by 18]							
Student's Strengths							
Student's Developmental Needs							

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[Supervisor's signature]

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[Date: YYYY/MM/DD]

.....
[Student's signature]

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[Date: YYYY/MM/DD]

*The student's signature acknowledges that this evaluation was discussed (with the student).

FOR OFFICIAL USE ONLY
REMARKS

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[Signature of Head of Department- FET]

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[Date: YYYY/MM/DD]

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[Signature of the Industrial Liaison Officer- FET]

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[Date: YYYY/MM/DD]