

COMPANY SUPERVISOR EVALUATION SURVEY

Thank you for offering internship opportunities to our students. To better facilitate students' learning in the workplace, we value your feedback on their performance. The information collected will be kept confidential and used to improve our services on supporting the academic, personal and professional development of the students. Your feedback may also be shared with students' home department if necessary. Thank you for your time and cooperation.

This form is to be completed by the direct supervisor/employer of the hired student. Please use a **separate form** for each employed CityU student under assessment.

GENERAL INFORMATION

Student's Name:		Major of Study:	
Duration of Internship:	From to	Internship Position:	
Work Location (Country and City):			
Main Job Duties:			

Company Name:			
Business Nature:			
Name of Direct Supervisor:		Title & Dept.:	
Email:		Tel. No.:	
Company Stamp:	Signature of Supervisor:		
Date:			

Statement of Purposes

1. The personal data provided by you in this form will be used for statistical purpose and other relevant matters regarding career development of CityU students.
2. According to the Personal Data (Privacy) Ordinance, you have the right to access and correct your personal data except when the data has been deleted.

SECTION A PERFORMANCE ASSESSMENT

Please indicate your evaluation of the student in the following attributes of competencies by using the 5 point scale: 1-Strongly disagree, 2-Disagree, 3-Neutral, 4-Agree, 5- Strongly agree, NA-Not applicable

[Circling the appropriate score]

A: OVERALL SATISFACTION		Strongly disagree → Strongly agree					
1. I am satisfied with the overall performance of the student.		1	2	3	4	5	NA
2. I will consider employing the student upon his/her graduation if my company has vacancies.		1	2	3	4	5	NA
3. I would hire interns from CityU in the future.		1	2	3	4	5	NA
4. I would recommend CityU students to my business partners/associates or acquaintances.		1	2	3	4	5	NA
B: LANGUAGE PROFICIENCY							
1. The student is proficient in English.		1	2	3	4	5	NA
2. The student is proficient in written Chinese.		1	2	3	4	5	NA
3. The student is proficient in Putonghua.		1	2	3	4	5	NA
C: ACADEMIC KNOWLEDGE, NUMERICAL COMPETENCY, IT LITERACY & RESEARCH SKILLS							
1. The student possesses sufficient academic knowledge and theoretical background to carry out his/her job duties.		1	2	3	4	5	NA
2. The student makes good use of data in analysis/research.		1	2	3	4	5	NA
3. The student has sufficient knowledge in computer software.		1	2	3	4	5	NA
4. The student's learning ability has been strengthened through his/her work in our company.		1	2	3	4	5	NA
D: ANALYTICAL AND PROBLEM SOLVING ABILITIES							
1. The student possesses common sense.		1	2	3	4	5	NA
2. The student has good foresight.		1	2	3	4	5	NA
3. The student utilizes analytical skills to interpret information and evaluate different situations encountered.		1	2	3	4	5	NA
4. The student has improved his/her problem solving skills through his/her work.		1	2	3	4	5	NA
E: WORK ATTITUDE							
1. The student has strengthened his/her sense of conscientiousness, responsibility and commitment.		1	2	3	4	5	NA
2. The students has developed professional work attitude.		1	2	3	4	5	NA
3. The student was punctual on arriving to work and attending meetings.		1	2	3	4	5	NA
4. The student has the initiative to work and drive for new challenges.		1	2	3	4	5	NA
5. The student is self-motivated to learn and eager to improve his/her performance.		1	2	3	4	5	NA
6. The student is self-disciplined.		1	2	3	4	5	NA
7. The student has high integrity and understands the code of ethics of the profession.		1	2	3	4	5	NA
8. The student becomes alert of the quality of his/her output.		1	2	3	4	5	NA
9. The student understands the organisation structure and work procedures of the company/institution.		1	2	3	4	5	NA
10. The student understands his/her role as an employee in the company/institution.		1	2	3	4	5	NA
11. The student is pleasant and cheerful.		1	2	3	4	5	NA
F: INTER-PERSONAL SKILLS & COMMUNICATION ABILITY							
1. The student has improved his/her inter-personal and communication skills.		1	2	3	4	5	NA
2. The student has good team spirit and his/her teamwork ability has been improved.		1	2	3	4	5	NA
3. The student has demonstrated improvement in his/her negotiation skills.		1	2	3	4	5	NA
4. The student is able to accept criticism and provide feedback in a constructive and considerate manner.		1	2	3	4	5	NA

G: PERSONAL EFFECTIVENESS IN COMPLETING TASKS

1. The student is efficient in time and workload management.	1	2	3	4	5	NA
2. The student is receptive and adaptable to new ideas and environment.	1	2	3	4	5	NA
3. The student is able to cope with pressure and stress.	1	2	3	4	5	NA
4. The student is able to prioritise and reach logical decisions.	1	2	3	4	5	NA
5. The student is able to seek new ways of approaching work and introduces change.	1	2	3	4	5	NA
6. The student is able to work independently.	1	2	3	4	5	NA

H: MANAGEMENT SKILLS

1. The student has good organizational and planning skills.	1	2	3	4	5	NA
2. The student is entrepreneurially and commercially orientated.	1	2	3	4	5	NA

I: TECHNICAL SKILLS REQUIRED FOR THE JOB

1. The student possesses sufficient technical knowledge to carry out his/her job duties and handle technical demand.	1	2	3	4	5	NA
2. The student is able to work according to agreed standards and procedures.	1	2	3	4	5	NA

Would you nominate the student trainee for Non-local Company Attachment Award? If yes, please specify the reasons (e.g. student's presentation, project output, level of competence and overall performance, etc.).

Yes / No. (Please circle the appropriate option.)

SECTION B FURTHER COMMENTS AND SUGGESTIONS

B1. What are his/her major achievements and contributions in the jobs?

B2. What do you consider to be the employed student's weaknesses and areas for improvement?

B3. Any other suggestions/comments?

~ End ~

Your participation in this Survey is highly appreciated.