

WIE Evaluation Questionnaire (to be completed by employer/supervisor)

If you joined the offshore/overseas internship via the SAO, you are just required to invite your employer to complete the questionnaire provided by SAO in order to avoid duplication of effort. Updated version of evaluation questionnaire will be sent to you via PolyU email, if any.

Name:	
Title / Position	
Name of Organization:	
Email:	
Office phone no.:	
Address:	
Local or Non-local Placement	<input type="checkbox"/> Local <input type="checkbox"/> Non-local
Immediate Supervision:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Name of Student:					
Description of Work involved					
Salary / Wages:					
Completed <u>at least 120 hours</u> of work?	<input type="checkbox"/> Yes <input type="checkbox"/> No Period: From _____ to _____				
Performance	Please rate the student's performance on each aspect				
	Very satisfied	Quite satisfied	Average	Quite dissatisfied	Very dissatisfied
Work attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technical knowledge required for the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity and punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inter-personal skill and team spirit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-learning ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Performance	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory				

Signature with company chop: _____

Date: _____