*Please SCAN the completed form and SEND to sft.wie.programme@polyu.edu.hk
in the file name format 'studentname\_studentid\_assessment form' (e.g. chan tai man\_18000000D\_assessment form)
1 week before the completion of placement or within 2 weeks after the completion of placement*

**To be filled by the student**

**Signed & Confirmed by Supervisor**

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|  |  |  |  |
| --- | --- | --- | --- |
| Student ID  |  | Student Name | Click or tap here to enter text. |
| Studying Programme | Choose an item. |
| Placement Organisation | Click or tap here to enter text. |
| Position Held | Click or tap here to enter text. |
| Placement Location | [ ]  HK [ ]  China City: Click or tap here to enter text.[ ]  Overseas Country & City: Click or tap here to enter text. |
| Placement Period | From | Click or tap to enter a date. | To | Click or tap to enter a date. |
| [ ]  Over 120 hours [ ]  Below 120 hours |
| Salary/Allowance | Currency: Choose an item. Click or tap here to enter text. per hour *(Please calculate your hourly rate based on your total working hours)*Other currencies not shown above: Click or tap here to enter text. |

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| ***1. Self-evaluation***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Agree | Neutral | Disagree |
| 1. | My prior academic coursework prepared me is sufficient | [ ]  | [ ]  | [ ]  |
| 2. | My prior working experience prepared me is sufficient | [ ]  | [ ]  | [ ]  |
| 3. | The placement meets my intended objective(s) | [ ]  | [ ]  | [ ]  |
| 4. | The placement enriches my problem-solving skills, presentation skills and inter-personal skills | [ ]  | [ ]  | [ ]  |
| 5. | The workload and duties are suitable | [ ]  | [ ]  | [ ]  |
| 6. | The placement helps me to identify my career path | [ ]  | [ ]  | [ ]  |
|  |  | Excellent | Good | Average | Limited | Deficient |
| 7. | The overall performance of the placement | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

 |

 ***2. What is your challenge throughout the WIE? How you cope with these challenges?***

Click or tap here to enter text.

[ ]  I understand that the information collected in this form will be solely used for the purpose of WIE programme. We will not share the information with any other parties without your prior consent. You have the right to request access to and correction of information about you that is held by SFT. For enquiries, please contact sft.wie.programme@polyu.edu.hk

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Signature Date

**This page should be filled by the workplace supervisor only**

***1. How would you rate the performance of the student?***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Evaluation Criteria | Excellent | Good | Average | Limited | Deficient  |
| a. | Knowledge & skills | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| b. | Sense of responsibility & punctuality | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| c. | Analytical & creativity thinking skills | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| d. | Communication & interpersonal skills | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| e. | Problem-solving skills | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| f. | Self-initiative | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| g. | Team spirit | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| h. | Overall work performance | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

***2. What are the strengths and weakness of the student?***

Strength: Click or tap here to enter text.

Weakness: Click or tap here to enter text.

***3. Other comments about the student, or the programme, if any:*** Click or tap here to enter text.

***4. Our company would consider the following collaboration, if any, in the future***

 [ ]  WIE [ ]  Summer internship programme [ ]  MT programme [ ]  None of the above

[ ]  I understand that the information collected in this form will be solely used for the purpose of WIE programme. We will not share the information with any other parties without your prior consent. You have the right to request access to and correction of information about you that is held by SFT. For enquiries, please contact sft.wie.programme@polyu.edu.hk.

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Company Chop with Signature of Supervisor Date

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Supervisor | Click or tap here to enter text. | Position | Click or tap here to enter text. |
| Contact No. | Click or tap here to enter text. | Email Address | Click or tap here to enter text. |

*Thank you for your participation and contribution. Please pass the completed form to the student, who will submit it to SFT, as part of the programme requirement.*