

Sample

City University of Hong Kong

Department of Computer Science

Student Performance Review for IT Professional Placement (Interim)

Company : _____ **Student :** _____

Please rate with a 5-point scale: **5=Outstanding, 4=Good, 3=Fair, 2=Marginal, 1=Poor, NA=Unable to rate** and circle your choice.

Skills/Competencies	Poor ----- Outstanding					Unable to rate
	1	2	3	4	5	
A: Technological Knowledge & Skills						
Computer programming skills	1	2	3	4	5	N/A
Analysis, design or development skills (i.e. ability to identify problems, analyze requirements, formulate design and implement solutions that meet realistic constraints)	1	2	3	4	5	N/A
Able to work effectively and independently	1	2	3	4	5	N/A
B: Language & Communication Skills						
Written English	1	2	3	4	5	N/A
Spoken English	1	2	3	4	5	N/A
Written Chinese	1	2	3	4	5	N/A
Able to convey ideas clearly	1	2	3	4	5	N/A
Able to listen actively (i.e. understand what people are really saying)	1	2	3	4	5	N/A
C. Professional Attributes						
Able to complete assigned work to meet deadlines	1	2	3	4	5	N/A
Able to produce quality work	1	2	3	4	5	N/A
Show initiative and enthusiasm in work	1	2	3	4	5	N/A
D: Others						
Approach problems from various perspectives (e.g. ethical and social) rather than purely IT focus	1	2	3	4	5	N/A
Able to propose solution to problems through independent study and investigation	1	2	3	4	5	N/A
Able to stay abreast of contemporary issues in computing and willing to learn	1	2	3	4	5	N/A
Able to work as part of a team	1	2	3	4	5	N/A
Able to function in a multi-disciplinary environment (i.e. work with IT and non IT people)	1	2	3	4	5	N/A

Other remarks: _____

Name & Title: _____ Tel & E-mail: _____

Signature: _____ Date: _____

Do you wish to discuss further with our staff ? Yes / No

Our academic staff supervising this student is : _____ Tel: _____ email : _____

Thank you very much for your feedback. Please return the form to Placement Coordinator, Department of Computer Science, City University of Hong Kong, 83 Tat Chee Avenue, Kowloon, Hong Kong, or by fax : **34420510** or by email : **pms@cs.cityu.edu.hk**