

Cooperative Education Performance Evaluation Form

Name of establishment/internship organization:.....

This form presents the Evaluation Results of the Cooperative Education following student: Student's Name..... ID No

Program:..... Faculty of Humanities and Social Sciences, Khon Kaen University

Details about the work/ job description.....

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Directions

1. The evaluator of this training/internship should be the student's Job Supervisor or a person assigned to act on his behalf. (If a student has multiple mentors, one of them may be assigned to evaluate.)
2. There are 3 parts of this evaluation form: (1) Performance Evaluation, (2) comments or suggestions, and (3) details about the job/ job description. Please provide all information for the completeness of the evaluation.
3. Please select the score for each item that best matches your opinion as follows.
 - 1 means needs to be improved
 - 2 means fair
 - 3 means moderate
 - 4 means good
 - 5 means excellent

Part 1 Student Work Performance Evaluation Form

Assessment Criteria	Score				
	5	4	3	2	1
1. Critical Thinking / Problem Solving					
1.1 Able to think critically, uses analytical skills in a systematic way.					
1.2 Able to handle issues that arise in a suitable way.					
2. Innovation / Creativity					
2.1 Demonstrates initiative and originality aimed at benefiting the organization when completing assigned work.					
2.2 Able to resourcefully and pragmatically apply knowledge to their work.					
3. Resilience and Flexibility					
3.1 Demonstrates a positive attitude toward colleagues; respects and honors differences and recognizes others' value.					
3.2 Accepting and understanding of feedback; able to adapt ideas, methods, or work practices in a timely manner in order to correct them.					
4. Leadership and Collaboration					
4.1 Fosters interpersonal relationships, collaboration, and teamwork.					
4.2 Works well whether in leadership or assisting roles; uses time management and prioritization skills effectively in order to follow through with assignments.					
5. Communication, Information, and Literacy Skills					
5.1 Demonstrates good communication skills; uses language that is correct and appropriate for the circumstance and person.					
5.2 Information technology skills are used effectively and in a way that enhances communication.					
5.3 Demonstrates media literacy; refrains from spreading information that may violate the law or that may discredit the organization or individuals.					

Assessment Criteria	Score				
	5	4	3	2	1
6. Information and Communication Technology (ICT) Literacy					
6.1 Able to navigate basic computer programs skillfully and effectively in order to complete work.					
6.2 Able to learn how to use information and communication technology, office hardware, software as appropriate for the work that needs to be done.					
6.3 Able to gather, analyze, assess, manage, and present data in a correct and appropriate way.					
7. Learning and Social Awareness Skills					
7.1 Has sufficient academic knowledge in line with their field of study in order to succeed in their work.					
7.2 Completes work accurately, thoroughly, and on time.					
7.3 Pursues knowledge that is relevant and necessary for completing work according to the current and shifting social conditions.					
8. Compassion, Persistence / Grit					
8.1 Demonstrates punctuality, honesty and devotion, and responsibility toward their work.					
8.2 Demonstrates a polite, humble, and proper disposition and manner.					
8.3 Follows the rules, regulations, and culture of the organization.					

(Part 2 Further Comments or Recommendations)

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Signature of the evaluator.....
 (.....)

Position.....

Date.....