



Cooperative Education & Apprenticeship Section
Office of Promotional and Extension Services of Hatyai University
12/502 Polpichai Rd., Hatyar, Songkhla, Thailand 90110 www.hu.ac.th/coop

Apprentice Evaluation Form

1. The information must be given by a job supervisor.
 2. This evaluation form is divided into five sections:
 - Section 1-3: A performance evaluation and academic report.
 - Section 4-5: A Cooperative education section performance evaluation.
 3. Please check in the box If no information please write “_” and indicate any additional suggestions which you consider relevant to the apprentice.
 4. Please note that this is a confidential document. Please stamp the envelope “confidential” and pass it to the students on the last day of apprenticeship.
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Confidential document

Dear Head of Cooperative Education & Apprenticeship Section

Work Term Information

Student’s Name:

ID. No:

Faculty:.....Major:

Institution

Evaluator’s Name:.....

Position:Department:

Tel.:Fax:

E-mail:

Section 1 Student performance

Items	Excellence 5	Good 4	Fair 3	Poor 2	Very poor 1
Work Achievement					
1. Quantity of work The number of tasks was achieved on time.					
2. Quality of work The apprentice achieved the work tasks efficiently, completely, correctly, and on time or earlier.					
Knowledge and Ability					
3. Academic ability The apprentice had sufficient knowledge to complete the work assignment (at the level of an apprentice).					
4. Ability to learn and apply knowledge The apprentice was a quick learner, understanding, the way of performing a task, and could apply that knowledge to the job.					
5. Practical ability The apprentice had practical ability in field work and laboratory work.					
6. Judgement and dicision making The apprentice had an ability to correctly apply decision making.					
7. Organization and planning The apprentice was well-organized and tasks were well-planned.					
8. Communication skills The apprentice communicated well with others in speech, writing, and presentations.					
9. Skills Development The apprentice could use office equipment, such as a computer, copy machine, etc.					

Items	Excellence 5	Good 4	Fair 3	Poor 2	Very poor 1
Responsibility					
10. Responsibility and dependability The apprentice was responsible and dependable enough to accomplish the target and considered the achievement of tasks as a major concern. The apprentice was reliable and responsible enough to work by themselves.					
11. Interest in work The apprentice is interested and enthusiastic in work, puts in effort, determined in accomplishing the task successfully					
12. Initiative or self starter The apprentice showed initiative and was a self-starter after getting information, and was independent (in routine work).The apprentice always volunteered themselves for new tasks.					
13. Response to supervision The apprentice was willing to receive new orders, suggestions, criticism, and quickly responded and responsibly adjusted as needed.					
Personality					
14. Personality The apprentice has a good personality and attitude and was mature, neat and well-dressed, punctual, etc.					
15. Interpersonal skills The apprentice has good interpersonal skills, is a “team player” and is appreciated by colleagues.					
16. Discipline and adaptability to formal organization The apprentice was willing to learn and follow office regulations (in terms of attendance, leave request), followed safety regulation, quality control, etc.					

Items	Excellence 5	Good 4	Fair 3	Poor 2	Very poor 1
17. Ethics and morality The apprentice is ethical and generous.					
18. Punctuality and promptness Sick leaveday(s) Personal leaveday(s) Absenceday(s) Late day(s)					
Report					
19. Report Progress The student has good report management, academic accuracy, and always consulted with the job advisor					
20. Report Profitability Student's report is valuable for the institution's development					
Total score (100 points)					
Performance level (see the criteria from a below table)					

Performance Level	Rating
Excellence	81-100
Good	61-80
Fair	41-60
Poor	21-40
Very poor	Below 21

Section 2 Academic report evaluation

Report title

Thai

English

No.	Items	Full points	Points given
1	Acknowledgement	5	
2	Abstract	5	
3	Table of contents	5	
4	Objectives	5	
5	Methodology	5	
6	Results	20	
7	Analysis	10	
8	Conclusions	10	
9	Recommendations	5	
10	Writing style and way of communication	10	
11	Spelling	5	
12	Report format	5	
13	References	5	
14	Appendix	5	
Total (100%)		100	

Section 3 Please give comments on the student

Strength	Improvement
<p>Once this student graduates, will you be interested to offer him/her a job?</p> <p>() Yes () No () Not sure</p>	

Summary

Items	Full points	Points given
Section 1 Student performance	35%	
Section 2 Academic report evaluation	15%	
Total	50%	

Section 4 A Cooperative education and internship section performance evaluation

Items	Excellence 5	Good 4	Fair 3	Poor 2	Very poor 1
Procedures of Cooperative Education and Internship Section					
1. Provided information of cooperative education, such as position offer, selection and evaluation					
2. Convenient coordination with the Cooperative Education and Internship Section					
3. The relationship between the Cooperative Education and Internship Section and your institution					
Advisor					
4. Advisor's visit was beneficial for the student and institution					
5. Concern for and assistance on student's problems (if any)					
6. The relationship between advisor and your institution					
7. Convenient coordination with advisor					
Benefit of cooperative education					
8. The benefit from student's performance					
9. An opportunity for recruiting new employees					
10. An opportunity for collaboration with university in the future					

Section 5 Other comments

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Evaluator's Signature

(.....)

Position

Date

Remark : Student might not pass the evaluation if the Cooperative Education and Internship Section does not receive this form within the specified time