UNIVERSITY OF GUYANA
Faculty of Engineering & Technology
Office of Industrial Liaison

This appraisal is an evaluation of the students' performance at work.

INDUSTRIAL ATTACHMENT PERFORMANCE APPRAISAL FORM

(Submit to the Office of Industrial Liaison at the end of each work stint)

IND 2001 3001 4001

SECTION A: GENERAL INFORMATION

Name:
....
[First] [Last] [USI No.] [Department- FET]

Training timelines

1 2 Stint Start date: .....
End date: .....

....
[Company/Ministry] [Department] [Name of Appraiser] [Designation]

Rating Scale: 5 Exceeds expectations 4 Meets expectations 3 Meets expectations minimally 2 Needs improvement 1 Unacceptable N No basis for assessment

ATTRIBUTES OF AN ENGINEERING INTERN	RATING						REMARKS
BASELINE COMPETENCIES	*5*	*4*	*3*	*2*	*1*	*N*	
Interpersonal skills: Can work effectively with others.							
Professionalism: Maintains a professional presence.	*5*	*4*	*3*	*2*	*1*	*N*	
Initiative: Follow through on one's own to get the job done.	*5*	*4*	*3*	*2*	*1*	*N*	
Communication: Has the ability to exchange information.	*5*	*4*	*3*	*2*	*1*	*N*	
Dependability: Displays responsible behaviours at work	*5*	*4*	*3*	*2*	*1*	*N*	
PERSONNAL & PROFESSIONAL ATTITUDE	*5*	*4*	*3*	*2*	*1*	*N*	
Competence: Has the ability to do the work							
Commitment: Is dedicated to assigned tasks	*5*	*4*	*3*	*2*	*1*	*N*	
Integrity: Is trustworthy to organization and colleagues	*5*	*4*	*3*	*2*	*1*	*N*	
Punctuality: Organizes task to meet expected work schedules	*5*	*4*	*3*	*2*	*1*	*N*	
TECHNICAL SKILLS	*5*	*4*	*3*	*2*	*1*	*N*	
Engineering practice: Utilizes opportunities to develop hands-on-skills.							
Problem solving: Identifies problem and proposes feasible solutions	*5*	*4*	*3*	*2*	*1*	*N*	
Teamwork: Works cooperatively with others to complete tasks	*5*	*4*	*3*	*2*	*1*	*N*	
Creative thinking: Generates innovative ideas and creative solutions	*5*	*4*	*3*	*2*	*1*	*N*	
KNOWLEDGE	*5*	*4*	*3*	*2*	*1*	*N*	
Engineering fundamentals: Understands basic engineering principles							
Engineering knowledge: Applies engineering equations and formulas	*5*	*4*	*3*	*2*	*1*	*N*	
Computer science and technology: Proficient in the use of computer software	*5*	*4*	*3*	*2*	*1*	*N*	
Critical thinking: Uses logical thought process to analyse information	*5*	*4*	*3*	*2*	*1*	*N*	

Student's Strengths:

Student's developmental needs:

....
[Supervisor's signature] [Date] [Student's signature]* [Date]

**I (the appraisee) acknowledge that I have participated in the appraisal process and have a copy of the appraisal.*

SECTION B: FOR OFFICIAL USE ONLY

....
[Signature of Head of Department- FET] [Date]

....
[Signature of the Industrial Liaison Officer] [Date]