

Privacy Policy Statement

The University pledges to meet fully, and where possible exceeds, internationally recognized standards of personal data privacy protection, in complying with the requirements of the Personal Data (Privacy) Ordinance. In doing so, the University will ensure compliance by our staff with the strictest standards of security and confidentiality. For details, please refer to the [Privacy Policy Statement](#). If you have any queries about our Privacy Policy and Practices, please send them to the PolyU webmaster at e-mail address: dpo.email@polyu.edu.hk.



Work-Integrated Education Assessment Report

Full Name of Student: _____

Placement Organization: _____

Supervisor at Work (Name & Position): _____

Placement Period (covered in this report): _____ to _____
(dd-mmm-yy) (dd-mmm-yy)

(1) Please assess the student's performance for items listed below in accordance with the following criteria:

- Outstanding – Meets all and sometimes exceeds the requirements
- Good – Meets the requirements in nearly all regards
- Satisfactory – Generally meets the requirements
- Barely Adequate – Marginally meets the requirements
- Inadequate – Does not meet the requirements

Criteria		Outstanding	Good	Satisfactory	Barely Adequate	Inadequate	N/A
General Discipline:	Grooming and appearance						
	Attendance						
	Punctuality						
Student's Attributes:	Attitude						
	Initiative						
	Team spirit						
	Willingness to follow instructions						
The Work:	Attention to details						
	Customer handling skills						
	Interpersonal and communication skills						
	Job knowledge and skills						
	Quality of work						
	Reliability and responsibility						
	Contribution to the organization						

(2) Please indicate overall performance of the student: _____

(3) Please provide a short statement indicating your overall impression of the student:

Please discuss this assessment with the student and return the completed report to the WIE Coordinator/Undergraduate Secretary directly or to the student in a sealed envelope upon completion of the internship.

Signature of Supervisor: _____

Date _____

Company/Dept Chop: _____
