

## Student Performance Evaluation

University of Waterloo  
Co-operative Education & Career Services

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Student Thiago I. Avila

Student ID # 20130038

Company General Motors of Canada Limited

Term: Jan-Apr  May-Aug  Sept-Dec  Year 2006

The evaluation process is instrumental to a student's personal and career development. Students appreciate an assessment of job performance and welcome constructive feedback. Thank you for taking the time to complete this evaluation and discussing it with your student.

### SUPERVISOR'S GUIDELINES FOR COMPLETION

#### MID-TERM REVIEW (informal)

Please conduct a mid-term review with your student to assist in their progress during the work term. Using this form as a guideline, the mid-point discussion is an opportunity for the supervisor and student to discuss topics such as:

- Overall expectations and goals
- Student's work performance
- Training or mentoring

#### END OF TERM EVALUATION

The end-of-term performance evaluation allows the supervisor and student to fulfill the evaluation process. The return of this completed evaluation form is required for the student to receive credit for the work term. Please fill out this form near the end of the student's work term, and:

- Discuss the evaluation process with your student.
- Review:
  - Strengths / areas for development
  - Subsequent employment
- Provide the student with an opportunity to complete the "Student's Comments" section.
- Make one copy of the completed evaluation for the student, one copy for your records and return the original to the University.

Thank you for your interest in our students and for participating in preparing them to meet the challenges of the world outside the classroom.

Student's Job Title: Engineering Student

Briefly describe the student's activities and responsibilities below:

Support Electrical and Mechanical Engineers on various projects. Projects included;  
Robotic Stemmer System - Rim ID Vision and TPM Stem Feeder  
Tireroom Tire Vision System  
Wheelroom Rim Vision System  
Docking Station Tools - Sheetmetal Transfer  
Docking Station Tools - Hood Transfer Station

**Interest in Work**

- High interest. Very enthusiastic. Takes pride in doing work well.
- More than average amount of interest and enthusiasm.
- Satisfactory amount of interest and enthusiasm.
- Little interest or enthusiasm shown.
- Not applicable/ not evaluated.

**Initiative**

- Self-starter. Asks for additional work.
- Displays initiative consistently.
- Acts voluntarily in routine situations.
- Lacks initiative. Must be told frequently what to do.
- Not applicable/ not evaluated.

**Planning and Organizing**

- Does an outstanding job of planning and organizing work and time.
- Plans and organizes work and time effectively.
- Does average amount of planning and organizing.
- Fails to plan and organize work and time effectively.
- Not applicable/ not evaluated.

**Ability to Learn**

- Excellent.
- Above average.
- Average.
- Below average.
- Not applicable/ not evaluated.

**Quality of Work**

- Excellent; very few errors.
- Good; few errors.
- Satisfactory; has normal number of errors.
- Unsatisfactory; frequent errors.
- Not applicable/ not evaluated.

**Quantity of Work**

- Excellent productivity.
- Good productivity.
- Satisfactory productivity.
- Unsatisfactory productivity.
- Not applicable/ not evaluated.

**Creativity**

- Continually offers new ideas; extremely imaginative.
- Frequently offers new ideas; imaginative.
- Has average imagination and a reasonable number of new ideas.
- Rarely offers new ideas; limited imagination.
- Not applicable/ not evaluated.

**Judgement**

- Decisions always based on thorough analysis of the situation.
- Usually makes good decisions.
- Decisions are satisfactory in routine situations.
- Decisions are often based on inadequate analysis of the situation.
- Not applicable/ not evaluated.

**Problem Solving Skills**

- Highly adept and innovative.
- Adept at solving problems.
- Satisfactory problem solving abilities.
- Exhibits inadequate problem solving abilities.
- Not applicable/ not evaluated.

**Dependability**

- Reliable in any situation.
- Reliable in most situations.
- Reliable in routine situations.
- Unreliable, requires close supervision.
- Not applicable/ not evaluated.

**Interpersonal Behaviour (underline appropriate phrase(s))**

- Always works in harmony with others.  
An excellent team worker. Contributes to group relationships and effectiveness.
- Congenial and helpful. Works well with associates.  
Seen as an asset in furthering co-operation and group harmony.
- Relations with others are harmonious under normal circumstances.
- Frequently quarrelsome, causes friction.  
Uncommunicative and withdrawn to the point of having an adverse effect on group.
- Not applicable/ not evaluated.

**Response to Supervision**

- Responds maturely, positively and promptly to suggestions and feedback from supervisor. Very open minded.
- Willingly accepts suggestions and feedback from supervisor.
- Accepts suggestions and feedback from supervisor in a satisfactory manner.
- Often responds negatively to suggestions and feedback from supervisor.
- Not applicable/not evaluated.

**Communication - Written (including work reports, if applicable)**

- Exceptionally clear, well organized and concise.
- Clear, organized and concise.
- Satisfactory writing skills.
- Inadequate writing skills.
- Not applicable/not evaluated.

**Communication - Oral**

- Exceptional oral communication; clear, well organized and easily understood.
- Clear and understandable.
- Satisfactory oral communication.
- Inadequate oral communication.
- Not applicable/not evaluated.

**Leadership Qualities**

- Excellent ability to motivate and direct others.
- Very good.
- Exhibits average leadership skills.
- Presently lacks ability to motivate and direct others.
- Not applicable/not evaluated.

**Adaptation to Formal Organizations, Rules and Policies**

- Fully adaptable to recognized organizational structures, rules and policies.
- Adapts well to recognized organizational structures, rules and policies.
- Satisfactory adaptation to recognized organizational structures, rules and policies.
- Adapts poorly to recognized organizational structures, rules and policies.
- Not applicable/not evaluated.

**Areas of Strength**

1. Problem Solving
2. Initiative
3. Creativity

**Areas for Development**

1. Planning and Organizing
2. \_\_\_\_\_
3. \_\_\_\_\_

**Supervisor's Comments**

Comment on the student's overall job performance including, if possible, suggestions for additional academic or work exposure.

Thiago has had an outstanding work term. He was placed on 3rd Shift as the Wheelroom Engineering Support because of his excellent work in this area which includes, vision systems, wheel balancers and a robotic rim stemming system. He corrected various engineering and throughput problems on these systems with hardware, PLC programs and other machine software modifications.

Thiago's work this term was primarily electrical, he needs further exposure to large mechanical engineering projects to assist in his engineering development.

**OVERALL PERFORMANCE EVALUATION**

<input type="checkbox"/> <b>Excellent</b> (exceeded job requirements in all areas) <input type="checkbox"/> <b>Very Good</b> (exceeded job requirements in one or more key areas) <input type="checkbox"/> <b>Good</b> (met all job requirements) <input type="checkbox"/> <b>Satisfactory</b> (need for improvement identified in one or more key areas) <input type="checkbox"/> <b>Marginal</b> (needs improvement in many key areas) <input type="checkbox"/> <b>Unsatisfactory</b> (did not meet job requirements)	<input checked="" type="checkbox"/> <b>Outstanding</b> (exceptional performance or unique contribution) (This rating is reserved for only those few students who have distinguished themselves by their unique contribution or exceptional performance. Your written comments are required below in order to register the rating of Outstanding.)  Thiago's work in the Wheelroom on the various systems (rim vision, robotic stemmer, wheel balancers etc.) was outstanding and as a result he was asked to cover the Wheelroom as the Engineering Support on 3rd Shift in early December.
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Did you review the completed evaluation form with the student? (Please ensure the student has a copy)

Yes       No

**Next Work Term**

Do you wish to have the student return for the next work term?

Yes       No       Not applicable

If yes, have you offered to re-employ the student for the next work term?

Yes       No       To be determined

If yes, was your offer  Accepted?       Declined?

**Student's Comments**

Comment on your overall performance including your ability to achieve learning objectives and your future employment expectations.

WORKING FOR GENERAL ASSEMBLY (GM) HAS BEEN A TERRIFIC EXPERIENCE AND AN ASSET FOR MY EDUCATION. I GOT AN OPPORTUNITY TO DEVELOP A BROAD RANGE OF SKILLS AND LEARNED SEVERAL IMPORTANT LESSONS. I AM LOOKING FORWARD TO A FUTURE CAREER AT GM AND HOPE THAT OTHER OPPORTUNITIES PRESENT THEMSELVES TO ME.

Richard Tyrell

*Richard Tyrell*  
Signature

Electrical Engineer

12/20/2006

Supervisor's Name (Please Print)

Signature

Title

Date

*Richard Tyrell*  
Student's Signature

12/20/2006

Date

Management/Human Resources Signature (Optional)

Title

Date