

# Student Performance Evaluation



## University of Waterloo Co-operative Education & Career Services

Waterloo, Ontario, Canada N2L 3G1

Telephone: (519) 888-4026

Fax: (519) 746-4103

www.cecs.uwaterloo.ca

20130038      Spring 2007  
Avila, Thiago - 3B Mechatronics Engineering  
Toyota Motor Manufacturing Canada Inc  
Hossack, Maureen  
Manufacturing Engineering Student

Term:  Jan.-April    May-Aug.    Sept.-Dec.   Year 2007

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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.

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

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Student's Job Title:

Briefly describe the student's activities and responsibilities below:

Manufacturing Engineering Group

1) Installation Process Automation (IPA) Projects for Quality Improvement

2) Snake Robot Design Dimensional Accuracy Expectability & Reliability

3) Automated Press Panel Split detection

#### 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.

#### Judgment

Decisions always based on thorough analysis of the situation.

Usually makes good decisions.

Decisions are satisfactory in routine situations.

Decisions 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 SKILLS
2. CREATIVITY / INGENUITY
3. INITIATIVE

**Areas for Development**

1. LONG TERM PLANNING
2. COORDINATION OF RESOURCES.
- 3.

**Supervisor's Comments**

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

THIAGO HAS DONE AN OUTSTANDING JOB DURING HIS FOUR TERM IN THE WOODSTOCK BODY ENGINEERING GROUP. HE HAS DEMONSTRATED HIS TECHNICAL ABILITIES THROUGH THE COMPLETION OF VERY CHALLENGING PROJECTS (IMAGE PROCESSING TO DETECT PRESS PANEL SPLITS & VISION SENSOR AS A PROXY TO DETECT EXCESS ROBOT VARIATION). THIAGO CONSISTENTLY EXCEEDED OUR EXPECTATIONS WITH A HIGH LEVEL OF INTEREST IN HIS WORK, FINDING VERY UNIQUE AND FEASIBLE SOLUTIONS TO DIFFICULT PROBLEMS, AND HIS QUALITY OF WORK (EX. AS REPORTS). THIAGO ALSO HAS GOOD INTERPERSONAL SKILLS. HE WAS ABLE TO EFFECTIVELY WORK & MOTIVATE THE REQUIRED PEOPLE TO SUCCESSFULLY COMPLETE HIS PROJECTS ON TIME.

## Overall Performance Evaluation

- Excellent** (exceeded job requirements in all areas)
- Very Good** (exceeded job requirements in one or more key areas)
- Good** (met all job requirements)
- Satisfactory** (need for improvement identified in one or more key areas)
- Marginal** (needs improvement in many key areas)
- Unsatisfactory** (did not meet job requirements)

**Outstanding** (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.)

DEMONSTRATED OUTSTANDING TECHNICAL CAPABILITY IN USING IMAGE PROCESSING TO DETECT SPLITS (DEVELOPED SOFTWARE IN LABVIEW AND INTEGRATED WITH THERMAL CAMERA). HIS SOLUTION WAS UNIQUE SUCH THAT IT WAS ABLE TO SOLVE PROBLEMS THAT THE TMC (JAPAN) PLANT TRIALS COULD NOT - REDUCE FALSE POSITIVES/ REJECTS USING DIFFERENTIAL IMAGING).

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.

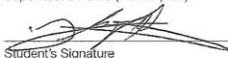
I FOUND TMMC TO BE AN EXCELLENT PLACE TO WORK. THE WORK ENVIRONMENT WAS VERY STIMULATING AND DAVE/RYAN/SHAWN PROMPTLY AND THOROUGHLY ANSWERED ANY QUESTIONS I HAD. THE SNAKE ROBOT AND THERMAL IMAGING ASSIGNMENTS DEFINITELY LEVERAGED MY PREVIOUS EXPERIENCE AND CORE COMPETENCIES. I DEFINITELY ENJOYED MY TERM AND WILL KEEP AN EYE OUT FOR POSSIBLE CAREER OPENINGS WITHIN TOYOTA.

DAVID ARZ.  
Supervisor's Name (Please print)

  
Signature

ASST. MGR.  
Title

AUG 27, 2007  
Date

  
Student's Signature

AUG 28, 2007  
Date

Management/Human Resources Signature (Optional)

Title

Date  
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