 **THE UNIVERSITY OF HONG KONG**

 **Department of Statistics and Actuarial Science**

  **Evaluation by Employer/ Supervisor**

Dear Employer/Supervisor,

It would be most kind of you if you can complete this evaluation form for our student. Your feedback is important not only to the student but also to the Department of Statistics and Actuarial Science for the enhancement of our study programme.

Please return this evaluation form **by mail** to *Department of Statistics and Actuarial Science, The University of Hong Kong, Pokfulam Road, Hong Kong* OR **by email** at mstat@saas.hku.hk OR **by fax** at *2858-9041.*

*Thank you very much for taking part in this evaluation.*

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| --- | --- |
| Company name: |  |

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| --- | --- |
| Name of student: |  |

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| Title/Position of student: |  |

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| --- | --- | --- |
| Job/Project period: |  | (Including: Sat / Sun - *please circle as appropriate)* |

 (dd/mm/yy – dd/mm/yy)

|  |  |  |
| --- | --- | --- |
| Total no. of Job/Project hours1: |  | (*1Lunch hour excluded)* |

1. Please describe briefly the nature of work undertaken by the student:

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1. Please assess the performance of student by checking the most appropriate box for each criterion below:

**Knowledge of Discipline** [ ]  Excellent [ ]  Good [ ]  Satisfactory [ ]  Fair [ ]  Poor

**Work Effectiveness** [ ]  Excellent [ ]  Good [ ]  Satisfactory [ ]  Fair [ ]  Poor

**Work Attitude** [ ]  Excellent [ ]  Good [ ]  Satisfactory [ ]  Fair [ ]  Poor

**Language Communication** [ ]  Excellent [ ]  Good [ ]  Satisfactory [ ]  Fair [ ]  Poor

**Working with Others** [ ]  Excellent [ ]  Good [ ]  Satisfactory [ ]  Fair [ ]  Poor

**Initiative** [ ]  Excellent [ ]  Good [ ]  Satisfactory [ ]  Fair [ ]  Poor

Please select the grade you would give the student for his/her overall performance:

 A+ A A– B+ B B– C+ C C– F

**Grade:** [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

1. Please state any comments and suggestions for the student below:

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| Supervisor’s name: |  | Position: |  |

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| Email: |  | Contact No.: |  |

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| --- | --- | --- | --- |
| Signature: |  | Date: | Click here to enter a date. |