**Employer Feedback Form**

**雇主回馈表**

*(Students to complete sections I, II, III, part A of section IV (highlighted in yellow) before handing form to supervisor.   
Please use softcopy to complete before printing for signature.)*

*(实习生请以计算机输入第一、二、三及四甲(黄色)部份之数据，打印此文件并交予实习机构之主管填写及签署。)*

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| **I. STUDENT PERSONAL INFORMATION (To be completed by student)**  **第一部份：实习生个人资料 (此部份由学生填写)** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **Department/School**  **(学系):** |  | | | **Program (修读课程):** | |  | | | **Stream**  **(学科):** | | |  | | | | **Year**  **(年级):** | |  | |
| **Name (姓名):** |  | | | | | | **Student ID (学生编号):** | | | | | | |  | | | | | |
| **No. of Courses Studied during WIE**  **(实习期间修读科目总数):** | | | | |  | |  | | | | | | |  | | | | | |
|  | | | | |  | | | | | | | | | |  | | | |  |
| **II. THE INTERNSHIP (To be completed by student)**  **第二部份：实习工作 (此部份由学生填写)** | | | | | | | | | | | | | | | | | | | |
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| **Internship sector/industry**  **（行业／界别）**  (e.g. shipping) |  | | | | | | | **Nature of business**  **（业务性质）**  (e.g. insurance) | | | | |  | | | | | | |
| **Name of employer**  **（机构名称）** |  | | | | | | | | | | | | | | | | | | |
| **Work Address**  **(工作地址):** |  | | | | | | | | | | | | | | | | | | |
| **Position（职位）**  (e.g. senior claims clerk) |  | | | | | | | | | | | | | | | | | | |
| **Job function**  **（工作性质）**  (e.g. administration) |  | | | | | | | | | | | | | | | | | | |
| **Hours Agreed**  **(同意之实习时数):** |  | | **Hours Worked**  **(实际完成之实习时数):** | | | | |  | | **Hours/week**  **(每周实习时数):** | | | | | | |  | | |
| **Start Date**  **(开始实习日期):** |  | | **End Date**  **(结束实习日期):** | | | | |  | | **Nature**  **(工作性质):** | | | | | | | FT / PT / Ad-hoc\* (全职/兼职/短期工作) | | |
| **Salary**  **(薪酬）** |  | | **If Yes, Amount**  **(如有,金额为):** | | | | | HK$ | | **Other stipend and benefits**  **（津贴及福利）** | | | | | | |  | | |
| \*Please delete as appropriate (请删去不适用者) | | | | | | | | | | | | | | | | | | | |
| **III. THE SUPERVISOR**  **第三部份：主管** | | | | | | | | | | | | | | | | | | | |
| **Supervisor evaluating student (主管姓名):** | |  | | | | | | **Position**  **(职位):** | | |  | | | | | | | | |
| **Department (部门名称):** | |  | | | | | | | | | | | | | | | | | |
| **Telephone (联系电话):** | |  | | | | | | **Email (电邮):** | | |  | | | | | | | | |
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| **IV. STUDENT APPRAISAL (Part A: To be completed by student / Part B: To be completed by Supervisor)**  **第四部分：评核实习生 (甲部由学生填写 /乙部由实习机构填写)**  *(To be completed near/at the end of the student internship.) (请于实习完毕后填写。)* | | | | | | | | | | | | | | |
| **A. Student Self-Appraisal**  **（甲部）实习生自行评分** | | | | | | **Assessment Criteria (评分准则)** | | **B. Supervisor Appraisal**  **（乙部）主管评分** | | | | | | |
| **5 = Excellent (优); 4 =** **Good (良); 3 = Average (中); 2 = Fair (可); 1 = Poor (劣); N/A = Not applicable (不适用)** | | | | | | | | | | | | | | |
| **N/A** | 1 | 2 | 3 | 4 | 5 | |  | | **N/A** | 1 | 2 | 3 | 4 | 5 | |
|  |  |  |  |  |  | | 1. Is always punctual   经常守时 | |  |  |  |  |  |  | |
|  |  |  |  |  |  | | 1. Maintains excellent attendance   维持良好的出席率 | |  |  |  |  |  |  | |
|  |  |  |  |  |  | | 1. Has Positive work attitude   有正面的工作态度 | |  |  |  |  |  |  | |
|  |  |  |  |  |  | | 1. Is a team player   有团队合作精神 | |  |  |  |  |  |  | |
|  |  |  |  |  |  | | 1. Problem Solving Skill   解决问题的技巧 | |  |  |  |  |  |  | |
|  |  |  |  |  |  | | 1. Has effective interpersonal skills   有良好的人际关系技巧 | |  |  |  |  |  |  | |
|  |  |  |  |  |  | | 1. Shows a sense of responsibility   有责任感 | |  |  |  |  |  |  | |
|  |  |  |  |  |  | | 1. Demonstrates knowledge & skills   能展示出应有的知识及技巧 | |  |  |  |  |  |  | |
|  |  |  |  |  |  | | 1. Works ethically   行为符合道德标准 | |  |  |  |  |  |  | |
|  |  |  |  |  |  | | 1. Effective written communication   有效的书面沟通能力 | |  |  |  |  |  |  | |
|  |  |  |  |  |  | | 1. Demonstrates high quality of work ( good organizational skills)   高质素的工作 (组织力和条理性) | |  |  |  |  |  |  | |
|  |  |  |  |  |  | | 1. Shows good initiative   对工作主动 | |  |  |  |  |  |  | |
|  |  |  |  |  |  | | 1. Can follow instructions   能跟随指令 | |  |  |  |  |  |  | |
|  |  |  |  |  |  | | 1. Can prioritize work tasks   能将工作区分优先次序 | |  |  |  |  |  |  | |
|  |  |  |  |  |  | | 1. Is creative in problem solving   能运用创意去解决困难 | |  |  |  |  |  |  | |
|  |  |  |  |  |  | | 1. Demonstrates sufficient IT knowledge/skills   展示出足够的信息技术知识及技巧 | |  |  |  |  |  |  | |
|  |  |  |  |  |  | | 1. Interested in cultural difference   对新文化感到兴趣 | |  |  |  |  |  |  | |
|  |  |  |  |  |  | | 1. Adaptive to local culture   能够适应当地的文化 | |  |  |  |  |  |  | |
|  |  |  |  |  |  | | 1. Language Skills (Chinese), if applicable   语言能力 (汉语), 如适用 | |  |  |  |  |  |  | |
|  |  |  |  |  |  | | 1. Language Skills (English, if applicable)   语言能力 (英语), 如适用 | |  |  |  |  |  |  | |
|  |  |  |  |  |  | | **OVERALL 总分** | |  |  |  |  |  |  | |

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| **V. ENDORSEMENT OF WORK HOURS**  **第五部份：确认实习时数** | | | |
| Do you agree with the total number of hours worked by the student stated in section II?  您是否同意此表格第二部分显示的实际工作时数？ | | | **Yes/No \***  **是 / 否** |
| If no, kindly specific the hours you will endorse: |  | Reasons, if any: |  |
| 如不同意，请注明阁下认可之实习时数： |  | 如有任何原因，请列明： |  |
| \*Please delete as appropriate (请删去不适用者) | | | |

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| **VI. Supervisor Feedback (To be completed by the Supervisor)**  **第六部份：单位主管回馈 (此部由实习单位填写)** | | |
| Q1. Comments for the students 对实习生的评语 | | |
| Q2. How many PolyU student interns did you supervise over the past 6 months?  在过去六个月，您曾指导多少名就读香港理工大学的实习生？ |  | |
| Q3. What is your general impression about the usefulness of our Work Integrated Education (WIE) to your organization?  您认为本校的「校企协作教育」对贵机构有没有意义？   |  |  |  |  | | --- | --- | --- | --- | | Not useful at all (没有作用) | Somewhat Useful  (作用轻微) | Moderately Useful  (作用一般) | Very Useful  (十分有用) |   Kindly explain your rating.(Please enter in point form)  您的评分准则 (请以列点形式作答) | | |
| Q4. What do you think are the major strengths and weaknesses of the PolyU students attached to your organization?(Please enter in point form) 您认为你所聘用的实习生的长处及不足之处？(请以列点形式作答)   |  |  | | --- | --- | | Strengths （长处） | Weaknesses（短处） | | | |
| Q5. How can our PolyU students contribute more effectively to your organization and/or your industry? (Please enter in point form)  您认为我们的实习学生能如何有效地提高对贵机构的贡献？(请以列点形式作答) | | |
| Q6. How should PolyU improve this WIE program? (Please enter in point form) 您认为我们应如何优化「校企协作教育计划」？(请以列点形式作答) | | |
| Q7. Based on this WIE experience, would you consider employing our students after their graduation given the opportunity? 根据是次「校企协作教育计划」之经验，你会否考虑于实习生毕业后聘用他／他们为全职雇员？  If your response to this question is NO, please explain. (Please enter in point form)  如否，请列出原因。 | |  |
| Q8. Can we list your organization as a partner in our Work-Integrated Education program in brochures and website? 贵机构是否同意本学院将其机构名称刊登于有关「校企协作教育计划」单张或网页内？ | |  |

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| **VII. SUPERVISOR SIGNATURE**  **第七部份：主管签署** | Completed form should be returned to us by:   1. handing it (in an sealed envelope) to the student concerned before he/she completes his/her WIE training, or 2. sending to:   Office of Careers and Placement Services TU308 Yip Kit Chuen Building,  The Hong Kong Polytechnic University,  Hung Hom,  Kowloon,  Hong Kong  请将填妥之表格放入**密封信封**:   1. 可以于实习完毕前交回至实习生, 或 2. 邮寄到   香港 九龙 红磡  香港理工大学  叶杰全楼TU308室  香港理工大学就业服务处 |
| Signature of Supervisor (with company chop):  主管签署（请加上公司盖章）： |
| Date:  日期： |

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| **Personal Information Collection Statement (PICS)**  **个人资料收集声明** |
| 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. The personal data collected in this form will be used for internship-related purposes and viewed by designated staff of The Hong Kong Polytechnic University and student(s) ONLY. Strict confidentiality will be observed and no personal identity will be revealed.  香港理工大学致力在个人资料私隐保护方面完全遵从、甚至超越国际认可的标准，以符合《个人资料（私隐）条例》之要求。透过此表格收集的个人资料将用于实习相关用途，并仅限香港理工大学指定职员及学生查阅。我们将对有关资料严格保密，不会透露个人身份资料。 |

**Thank you for helping our students to learn at a whole new level!**

**衷心感谢您的协助，令学生的学习能力更进一步！**