**Employer Feedback Form**

**雇主回饋表**

*(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.)*

*(實習生請以電腦輸入第一、二、三及四甲(黃色)部份之資料，列印此檔並交予實習機構之主管填寫及簽署。)*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **I. STUDENT PERSONAL INFORMATION (To be completed by student)**  **第一部份：實習生個人資料 (此部份由學生填寫)** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **Department/School**  **(學系):** |  | | | **Program (修讀課程):** | |  | | | **Stream**  **(學科):** | | |  | | | | **Year**  **(年級):** | |  | |
| **Name (姓名):** |  | | | | | | **Student ID (學生編號):** | | | | | | |  | | | | | |
| **No. of Courses Studied during WIE**  **(實習期間修讀科目總數):** | | | | |  | |  | | | | | | |  | | | | | |
|  | | | | |  | | | | | | | | | |  | | | |  |
| **II. THE INTERNSHIP (To be completed by student)**  **第二部份：實習工作 (此部份由學生填寫)** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **Internship sector/industry**  **（行業／界別）**  (e.g. shipping) |  | | | | | | | **Nature of business**  **（業務性質）**  (e.g. insurance) | | | | |  | | | | | | |
| **Name of employer**  **（機構名稱）** |  | | | | | | | | | | | | | | | | | | |
| **Work Address**  **(工作地址):** |  | | | | | | | | | | | | | | | | | | |
| **Position（職位）**  (e.g. senior claims clerk) |  | | | | | | | | | | | | | | | | | | |
| **Job function**  **（工作性質）**  (e.g. administration) |  | | | | | | | | | | | | | | | | | | |
| **Hours Agreed**  **(同意之實習時數):** |  | | **Hours Worked**  **(實際完成之實習時數):** | | | | |  | | **Hours/week**  **(每週實習時數):** | | | | | | |  | | |
| **Start Date**  **(開始實習日期):** |  | | **End Date**  **(結束實習日期):** | | | | |  | | **Nature**  **(工作性質):** | | | | | | | FT / PT / Ad-hoc\* (全職/兼職/短期工作) | | |
| **Salary**  **(薪酬）** |  | | **If Yes, Amount**  **(如有,金額為):** | | | | | HK$ | | **Other stipend and benefits**  **（津貼及福利）** | | | | | | |  | | |
| \*Please delete as appropriate (請刪去不適用者) | | | | | | | | | | | | | | | | | | | |
| **III. THE SUPERVISOR**  **第三部份：主管** | | | | | | | | | | | | | | | | | | | |
| **Supervisor evaluating student (主管姓名):** | |  | | | | | | **Position**  **(職位):** | | |  | | | | | | | | |
| **Department (部門名稱):** | |  | | | | | | | | | | | | | | | | | |
| **Telephone (聯繫電話):** | |  | | | | | | **Email (電郵):** | | |  | | | | | | | | |
|  | |  | | | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **IV. STUDENT APPRAISAL (Part A: To be completed by student / Part B: To be completed by Supervisor)**  **第四部分：評核實習生 (甲部由學生填寫 /乙部由實習機構填寫)**  *(To be completed near/at the end of the student internship.) (請於實習完畢後填寫。)* | | | | | | | | | | | | | | |
| **A. Student Self-Appraisal**  **（甲部）實習生自行評分** | | | | | | **Assessment Criteria (評分準則)** | | **B. Supervisor Appraisal**  **（乙部）主管評分** | | | | | | |
| **5 = Excellent (優); 4 =** **Good (良); 3 = Average (中); 2 = Fair (可); 1 = Poor (劣); N/A = Not applicable (不適用)** | | | | | | | | | | | | | | |
| **N/A** | 1 | 2 | 3 | 4 | 5 | |  | | **N/A** | 1 | 2 | 3 | 4 | 5 | |
|  |  |  |  |  |  | | 1. Is always punctual   經常守時 | |  |  |  |  |  |  | |
|  |  |  |  |  |  | | 1. Maintains excellent attendance   維持良好的出席率 | |  |  |  |  |  |  | |
|  |  |  |  |  |  | | 1. Has Positive work attitude   有正面的工作態度 | |  |  |  |  |  |  | |
|  |  |  |  |  |  | | 1. Is a team player   有團隊合作精神 | |  |  |  |  |  |  | |
|  |  |  |  |  |  | | 1. Problem Solving Skill   解決問題的技巧 | |  |  |  |  |  |  | |
|  |  |  |  |  |  | | 1. Has effective interpersonal skills   有良好的人際關係技巧 | |  |  |  |  |  |  | |
|  |  |  |  |  |  | | 1. Shows a sense of responsibility   有責任感 | |  |  |  |  |  |  | |
|  |  |  |  |  |  | | 1. Demonstrates knowledge & skills   能展示出應有的知識及技巧 | |  |  |  |  |  |  | |
|  |  |  |  |  |  | | 1. Works ethically   行為符合道德標準 | |  |  |  |  |  |  | |
|  |  |  |  |  |  | | 1. Effective written communication   有效的書面溝通能力 | |  |  |  |  |  |  | |
|  |  |  |  |  |  | | 1. Demonstrates high quality of work ( good organizational skills)   高質素的工作 (組織力和條理性) | |  |  |  |  |  |  | |
|  |  |  |  |  |  | | 1. Shows good initiative   對工作主動 | |  |  |  |  |  |  | |
|  |  |  |  |  |  | | 1. Can follow instructions   能跟隨指令 | |  |  |  |  |  |  | |
|  |  |  |  |  |  | | 1. Can prioritize work tasks   能將工作區分優先次序 | |  |  |  |  |  |  | |
|  |  |  |  |  |  | | 1. Is creative in problem solving   能運用創意去解決困難 | |  |  |  |  |  |  | |
|  |  |  |  |  |  | | 1. Demonstrates sufficient IT knowledge/skills   展示出足夠的資訊技術知識及技巧 | |  |  |  |  |  |  | |
|  |  |  |  |  |  | | 1. Interested in cultural difference   對新文化感到興趣 | |  |  |  |  |  |  | |
|  |  |  |  |  |  | | 1. Adaptive to local culture   能夠適應當地的文化 | |  |  |  |  |  |  | |
|  |  |  |  |  |  | | 1. Language Skills (Chinese), if applicable   語言能力 (漢語), 如適用 | |  |  |  |  |  |  | |
|  |  |  |  |  |  | | 1. Language Skills (English, if applicable)   語言能力 (英語), 如適用 | |  |  |  |  |  |  | |
|  |  |  |  |  |  | | **OVERALL 總分** | |  |  |  |  |  |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **V. ENDORSEMENT OF WORK HOURS**  **第五部份：確認實習時數** | | | |
| 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顯示的實際工作時數？ | | | **Yes/No \***  **是 / 否** |
| If no, kindly specific the hours you will endorse: |  | Reasons, if any: |  |
| 如不同意，請注明閣下認可之實習時數： |  | 如有任何原因，請列明： |  |
| \*Please delete as appropriate (請刪去不適用者) | | | |

|  |  |  |
| --- | --- | --- |
| **VI. Supervisor Feedback (To be completed by the Supervisor)**  **第六部份：單位主管回饋 (此部由實習單位填寫)** | | |
| Q1. Comments for the students 對實習生的評語 | | |
| Q2. How many PolyU student interns did you supervise over the past 6 months?  在過去六個月，您曾指導多少名就讀香港理工大學的實習生？ |  | |
| Q3. What is your general impression about the usefulness of our Work Integrated Education (WIE) to your organization?  您認為本校的「校企協作教育」對貴機構有沒有意義？   |  |  |  |  | | --- | --- | --- | --- | | Not useful at all (沒有作用) | Somewhat Useful  (作用輕微) | Moderately Useful  (作用一般) | Very Useful  (十分有用) |   Kindly explain your rating.(Please enter in point form)  您的評分準則 (請以列點形式作答) | | |
| Q4. What do you think are the major strengths and weaknesses of the PolyU students attached to your organization?(Please enter in point form) 您認為你所聘用的實習生的長處及不足之處？(請以列點形式作答)   |  |  | | --- | --- | | Strengths （長處） | Weaknesses（短處） | | | |
| Q5. How can our PolyU students contribute more effectively to your organization and/or your industry? (Please enter in point form)  您認為我們的實習學生能如何有效地提高對貴機構的貢獻？(請以列點形式作答) | | |
| Q6. How should PolyU improve this WIE program? (Please enter in point form) 您認為我們應如何優化「校企協作教育計畫」？(請以列點形式作答) | | |
| Q7. Based on this WIE experience, would you consider employing our students after their graduation given the opportunity? 根據是次「校企協作教育計畫」之經驗，你會否考慮于實習生畢業後聘用他／他們為全職雇員？  If your response to this question is NO, please explain. (Please enter in point form)  如否，請列出原因。 | |  |
| Q8. Can we list your organization as a partner in our Work-Integrated Education program in brochures and website? 貴機構是否同意本學院將其機構名稱刊登於有關「校企協作教育計畫」單張或網頁內？ | |  |

|  |  |
| --- | --- |
| **VII. SUPERVISOR SIGNATURE**  **第七部份：主管簽署** | 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  請將填妥之表格放入**密封信封**:   1. 可以於實習完畢前交回至實習生, 或 2. 郵寄到   香港 九龍 紅磡  香港理工大學  葉傑全樓TU308室  香港理工大學就業服務處 |
| Signature of Supervisor (with company chop):  主管簽署（請加上公司蓋章）： |
| Date:  日期： |

|  |
| --- |
| **Personal Information Collection Statement (PICS)**  **個人資料收集聲明** |
| 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.  香港理工大學致力在個人資料私隱保護方面完全遵從、甚至超越國際認可的標準，以符合《個人資料（私隱）條例》之要求。透過此表格收集的個人資料將用於實習相關用途，並僅限香港理工大學指定職員及學生查閱。我們將對有關資料嚴格保密，不會透露個人身份資料。 |

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

**衷心感謝您的協助，令學生的學習能力更進一步！**