

## Work Attachment Final Assessment by Host Organisation

This form is to be completed by the student and their WA Supervisor(s) at the mid-term and conclusion of the work attachment. At the mid-term, the form will be used as the basis for discussion during the mid-term review meeting; and at the conclusion of the WA, the form is to be reviewed and updated by the student and WA Supervisor, and uploaded to Portfolium within 14 days from the last day of the work attachment. A copy of the form should be kept by the student for his/her own reference.

**Accountancy students** are required to complete and submit an additional form, the '*Work Attachment Record for Accountancy Students*', together with this form.

Students on **CE-WA** are required to complete and submit the '*CE-WA Self & Mentor Evaluation*', together with this form.

<b>Section A: Student Information (To be completed by student)</b>	
Name	:
PI No.	:
Professional Major	:

<b>Section B: Host Organisation Information (To be completed by student)</b>	
Type of Organisation	<input type="checkbox"/> Private <input type="checkbox"/> Government <input type="checkbox"/> Community <input type="checkbox"/> Others (please specify): _____
Country of Employment	
Job sourced by	<input type="checkbox"/> Sourced by Office of Career Development <input type="checkbox"/> Self-sourced
Name of Organisation	
Address	
Contact Number	
Job Title	
Duration of WA	Start date: _____ End date: _____  <i>Leave of Absence (if applicable) - From: _____ to: _____</i>  Total no. of weeks: _____

Section C (Part I): Work Plan (To be completed by WA Supervisor and student)		
Name of WA Supervisor : Designation : Email address : DID :		
Work Attachment Goals for Student	Description:	Targets Achieved:
Assigned Work/Projects (Please list them down in point form)	Description:	Targets Achieved:



SINGAPORE UNIVERSITY  
OF SOCIAL SCIENCES

<p>(Additional) Work Attachment Goals for Student</p>	<p>(Additional) Description:</p>	<p>(Additional) Targets Achieved:</p>
<p>(Additional) Assigned Work/Projects (Please list them down in point form)</p>	<p>(Additional) Description:</p>	<p>(Additional) Targets Achieved:</p>



SINGAPORE UNIVERSITY  
OF SOCIAL SCIENCES

<p>(Additional) Work Attachment Goals for Student</p>	<p>(Additional) Description:</p>	<p>(Additional) Targets Achieved:</p>
<p>(Additional) Assigned Work/Projects (Please list them down in point form)</p>	<p>(Additional) Description:</p>	<p>(Additional) Targets Achieved:</p>

**Section C (Part II): Evaluation of Student’s Work Performance** (To be completed by WA Supervisor)

*The WA Supervisor may use the organisation’s Appraisal Form to assess the student’s work performance. If so, this Section need not be completed. Please append the completed Appraisal Form to this form.*

	Please circle the relevant assessment rating for the student. “Average” means the typical proficiency you would expect from an intern or a student on work attachment.						
Competencies	Very Poor	Poor	Below Average	Average	Above Average	Good	Very Good
Work Quality	0	1	2	3	4	5	6
Work Efficiency	0	1	2	3	4	5	6
Communication (Oral)	0	1	2	3	4	5	6
Communication (Written)	0	1	2	3	4	5	6
Personal Effectiveness	0	1	2	3	4	5	6
Teamwork	0	1	2	3	4	5	6
Problem Solving Ability	0	1	2	3	4	5	6
Overall Assessment	0	1	2	3	4	5	6
Strengths, Areas for Improvement and Other Comments on the student’s work performance:							
Signature:				Company Stamp:			

<b>Section C (Part III): Feedback on the Work Attachment programme (To be completed by WA Supervisor)</b>							
<b>Questions</b>	Please indicate the extent to which you agree/disagree with each statement.						
	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Somewhat Disagree</b>	<b>Neutral</b>	<b>Somewhat agree</b>	<b>Agree</b>	<b>Strongly Agree</b>
The SUSS student(s) I know are well prepared for the job market.	0	1	2	3	4	5	6
Offering work attachment opportunities to SUSS student(s) has benefited my business.	0	1	2	3	4	5	6
I will be happy to hire SUSS graduates for my business.	0	1	2	3	4	5	6
I will continue to participate in SUSS's Work Attachment programme.	0	1	2	3	4	5	6
I will recommend companies I know to be partners/Host Organisations of SUSS's Work Attachment programme.	0	1	2	3	4	5	6

<b>Section D (Part I): Student's Reflection and Feedback on the Work Attachment programme</b> (To be completed by student)							
<b>Questions</b>	Please indicate the extent to which you agree/disagree with each statement. If the statement is Not Applicable to you, indicate so by stating 'NA'.						
	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Somewhat Disagree</b>	<b>Neutral</b>	<b>Somewhat agree</b>	<b>Agree</b>	<b>Strongly Agree</b>
I have gained better understanding of concepts and theories related to my course of study.	0	1	2	3	4	5	6
I can apply the knowledge gained from my course of study to my work.	0	1	2	3	4	5	6
I have gained a realistic preview of the industry I worked in.	0	1	2	3	4	5	6
I have a clearer idea of the functional role I worked in.	0	1	2	3	4	5	6
I have a good sense of professional work ethics and appropriate attitudes required at work.	0	1	2	3	4	5	6
I have developed transferrable skills that are useful for working, for example, analytical skills, time management and communication skills.	0	1	2	3	4	5	6
The Work Attachment programme has helped me to be better prepared for work.	0	1	2	3	4	5	6

**Section D (Part II): Student's Reflection and Feedback on Working at the Host Organisation**  
(To be completed by student)

Questions	Please indicate the extent to which you agree/disagree with each statement.						
	Strongly Disagree	Disagree	Somewhat Disagree	Neutral	Somewhat agree	Agree	Strongly Agree
There were ample opportunities for learning.	0	1	2	3	4	5	6
The work was challenging and stimulating.	0	1	2	3	4	5	6
The environment was supportive and I felt secure and valued.	0	1	2	3	4	5	6
Other Comments:							