



Create Career College

Create Your Future Here

Work Experience Joint Evaluation Form

Student's Name: _____ Program: _____

Start Date: _____ End Date: _____

Co-op Host: _____

Address: _____

Contact Person: _____ Email: _____

Contact Number: _____ Hours Worked: _____

Co-op Position: _____ Part/Full-Time: _____

Create Career College offers every student the opportunity to experience on-the-job training through our practicum programs. Your feedback is a vital component to their experience and allows the student and the college opportunity to improve.

We encourage you to provide written feedback indicating areas of strength and opportunities for improvement. Thank you for taking the time to complete this evaluation for us and PTIB.

Rate yourself based on the criteria provided. Please place an "X" in the box that corresponds to your answer.

- 1: Always
- 2: Often
- 3: Sometimes
- 4: Never
- n/a: Not applicable

Professional Development

The student:	1	2	3	4	n/a
1) Arrived on time for all scheduled shifts					
2) Demonstrated a professional attitude					
3) Dressed professionally, as per policies					
4) Acted responsibly					
5) Showed initiative					
6) Demonstrated ethical behavior					

Comments:

On-the-job Training

During the practicum, the student:	1	2	3	4	n/ a
1) Was responsive to training, learned quickly					
2) Worked cooperatively with others					
3) Worked independently					
4) Followed directions					
5) Met deadlines					

Comments:

Effective Communication

During the practicum, the student:	1	2	3	4	n/ a
1) Ensured prompt services					
2) Was respectful and polite with guests					
3) Displayed a positive attitude					
4) Participated in group discussions/conversations					
5) Maintained confidentiality					

Comments:

Job Specific Skills/Tasks

In the section below, please indicate and assess the specific tasks and/or duties the student performed during their placement. We encourage you to provide written feedback indicating areas of strength and opportunities for improvement.

During the participation, the student:	Excellent	Good	Needs Improvement
▪ Keep him/herself updated with current global events through the internet, news and other resources; and to discuss them with colleagues			
▪ Obtain information about the nature of tourists			
▪ Acquire knowledge of the characteristics of tourists			
▪ Obtain information about industry infrastructure			
▪ Acquire knowledge of industry infrastructure developments and needs			
▪ Participate in discussing the international tourism marketplace			
▪ Observe and analyze what and how others employees are contributing in international tourism marketplace			
▪ Observe and perform the task of recording leadership in tourism industry			
▪ Present business ideas at the workplace in written professional manner			
▪ Observe how managers are performing their jobs			
▪ Relate in-class learning to workplace activities and function by managers			
▪ Participate through giving suggestions and feedback to tourism sectors			
▪ Observe and analyze what and how tourism sectors are apply concepts of sustainability			
▪ Give recommendations and feedback of products			
▪ Present ideas at the workplace in written professional manner			
▪ Obtain information about culture			
▪ Observe cultural norms and value			
▪ Relate in-class learning to workplace activities and function by managers			

▪ Take part in the discussion of tourism in the communities and environments			
▪ Take part in various tourism business in aspects of management, operations, human resources, and legal issues			
▪ Observe how these aspects are implemented and contribute in tourism business			
▪ Have mock interview with employers			
▪ Write Cover Letter and Resume			

Comments:

Overall result: Pass_____ **Fail**_____

I would recommend this student to pursue a career in _____ Industry.
 _____YES _____ NO (Please address reasons if No):

Name of Host Representative **Date** **Signature**



Name of Senior Educational Administrator **Date** **Signature**



Name of Student **Date** **Signature**

