Guidance for Employer When Filling-out Mid-term / Final Report

Personal Skills and Performance Criteria

1. **Self-management and development**
   a) Appropriate attitudes to work and colleagues are maintained.
   b) Self-control is exercised when faced with work-related difficulties.
   c) Work is completed to a timetable.
   d) Willingness to seek appropriate advice is demonstrated.
   e) Willingness and ability to learn new skills are demonstrated.
   f) Ways of improving working relationships are implemented.

2. **Managing tasks**
   a) Plans for work are provided.
   b) Appropriate timetables are developed.
   c) Agreement of others about the work to be done is obtained.
   d) Difficulties are dealt with effectively.
   e) Progress is monitored and corrective actions taken.
   f) Deadlines are met.

3. **Communicating clearly and effectively**
   a) Good use of English language.
   b) Written communications are accurate.
   c) Spoken communications are clear and to the point.
   d) Style and manner of communications are appropriate.
   e) Communications are effective and achieve the desired outcome.
   f) Approach to others is tactful and polite.

4. **Working with and relating to others**
   a) Good working relationships are maintained.
   b) Ability to work well in groups is demonstrated.
   c) Conflict is handled appropriately e.g others ideas and practices are challenged in an appropriate manner.
   d) Manner and approach to others is appropriate.
   e) Works well under supervision.
   f) Appreciates the role and function of others.

5. **Applying knowledge**
   a) Seeks to apply knowledge whenever appropriate.
   b) Uses a systematic approach at all times.
   c) Identifies analyses and resolves problems in a professional way.
   d) Uses knowledge to develop new designs, products and methods.
   e) Uses course knowledge in dealing with customers and clients.
   f) Uses knowledge of management when dealing with others.

6. **Applying initiative in work problems**
   a) Takes the lead when appropriate.
   b) Self-motivation and initiative are demonstrated.
   c) An ability to provide new ideas and identify forward plans is demonstrated.
   d) Takes the lead in problem solving.
   e) Appropriate inventiveness and flair are demonstrated.
   f) Suggestions about work matters are made in an appropriate way.