



澳門大學

UNIVERSIDADE DE MACAU

UNIVERSITY OF MACAU

## Student Trainee Scheme

### Evaluation Form

(To be completed by supervisor)

(督導員須先參閱背頁之重要事項。Please turn over for important notes.)

Unit 部門名稱：	
Name of Supervisor 督導員姓名	Contact Number 聯絡電話
Name of Trainee 見習生姓名	Contact Number 聯絡電話
Duration of Training 見習時期	To 至
Number of Training Hours Completed 完成的見習時數	
Date of Evaluation 評核日期	Signature of Supervisor 督導員簽名

Please evaluate the trainee on the following items 請就下列項目對見習生進行評估：

Score 分數	:	Most Dissatisfied 最不滿意	1	2	3	4	5	Most Satisfied 最滿意
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	Item 項目	Score 分數	N/A 不適用	Comments/Suggestions 意見/建議
A)	<b>Attitudes Toward Work/Training</b> 對工作/訓練的態度			
1.	Understanding of the Organization/Department 對機構/部門的認識	1 2 3 4 5	N/A	
2.	Attempt to Improve 力求改進	1 2 3 4 5	N/A	
3.	Willingness to Learn 學習的熱誠	1 2 3 4 5	N/A	
4.	Sense of Responsibility 責任感	1 2 3 4 5	N/A	
B)	<b>Organizational Skills</b> 組織技巧			
5.	Work Flexibility 工作彈性	1 2 3 4 5	N/A	
6.	Time Management 時間管理	1 2 3 4 5	N/A	
7.	Ability to Plan 策劃能力	1 2 3 4 5	N/A	
C)	<b>Technical Skills</b> 專業技能			
8.	Application of Knowledge & Skills 專業知識及技能的運用	1 2 3 4 5	N/A	
9.	Analytical Skills 分析技巧	1 2 3 4 5	N/A	
10.	Creativity 創意	1 2 3 4 5	N/A	
11.	Computer Skills 電腦技巧	1 2 3 4 5	N/A	
12.	Chinese Writing Skills 中文寫作技巧	1 2 3 4 5	N/A	
13.	English Writing Skills 英語寫作技巧	1 2 3 4 5	N/A	
14.	Mandarin Conversational Skills 普通話會話技巧	1 2 3 4 5	N/A	
15.	English Conversational Skills 英語會話技巧	1 2 3 4 5	N/A	

D)	<b>Work Performance</b> 工作表現						
16.	Diligence 勤奮	1	2	3	4	5	N/A
17.	Work Efficiency 工作效率	1	2	3	4	5	N/A
18.	Productivity 生產力	1	2	3	4	5	N/A
19.	Punctuality 準時	1	2	3	4	5	N/A
E)	<b>People Skills</b> 人際技巧						
20.	Communication Skills 溝通技巧	1	2	3	4	5	N/A
21.	Interpersonal Relationship 人際關係	1	2	3	4	5	N/A
22.	Team Spirit 團隊精神	1	2	3	4	5	N/A
23.	Leadership 領導能力	1	2	3	4	5	N/A
F)	<b>Personal Qualities</b> 個人素質						
24.	Stress Management 壓力管理	1	2	3	4	5	N/A
25.	Self-confidence 自信心	1	2	3	4	5	N/A
26.	Emotional Control 情緒控制	1	2	3	4	5	N/A
G)	<b>Overall Evaluation</b> 總體評價	1	2	3	4	5	N/A

**What improvements do you think this trainee should make?**

你認為這個見習生有甚麼需要改善的地方？

**Will you continue the training with us?**

你會否繼續與我們合作去舉辦這個見習生計劃？

☐ Yes 會

☐ Will consider 會考慮

☐ No 不會

**重要事項 IMPORTANT NOTES**

**《澳門大學／澳門大學財務部收集個人資料聲明》**

1. 澳門大學根據第 1/2006 號法律作為一所公立高等教育機構，為了對見習生所執行的相關行政服務作出評估，要求督導員填寫此評估表格並妥善存放於相關部門。
2. 本評估表格所收集之個人資料僅用作上述用途。
3. 本評估表格所收集之個人資料可在本校內部傳遞，以進行相關的程序處理。有關資料亦會依法律規定或獲閣下同意的情況下轉交其他有權限實體。
4. 督導員依法享有查閱權及更正權，在行使有關權利時需以書面方式向本校財務部提出。
5. 如督導員未能填寫評估表格上所須提供的有關資料及文件，其款項支付可能將不獲處理。

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**Personal Data Collection Statement of the University of Macau / the Finance Office of the University of Macau**

1. The University of Macau (UM) being a public institution of higher education as set in Law No. 1/ 2006, in accordance to the purpose of performing evaluation on the related administrative services provided by student trainees, requires supervisors to fill in this evaluation form and file it properly in the Unit.
2. The personal data collected from this evaluation form shall only be used for the mentioned purpose.
3. The personal data collected from this evaluation form may be transferred within the University for the purpose of carrying out the related procedures. The relevant data may also be transferred to other authorized entities in accordance with the law or with your prior consent.
4. The supervisors are entitled with the right of access and the right to rectify in accordance to the law, but such rights shall be exercised through a written request submitted to the Finance Office of the UM.
5. The payment may not be processed if the supervisors fail to provide any of the information or documents as required in the evaluation form.

◆ 本人確定於評核表中所提供的資料正確無誤，並聲明已知悉及明白《澳門大學／澳門大學財務部收集個人資料聲明》

◆ I declare that the information provided in this evaluation form is correct and I have acknowledged and understood the <Personal Data Collection Statement of the University of Macau / the Finance Office of the University of Macau>.

簽名 Signature: \_\_\_\_\_

日期 Date: \_\_\_\_\_

**\*\* End 完 \*\***