



GUAM COMMUNITY COLLEGE
AC292 Cooperative Education for Accounting
Employer's Rating Sheet

STUDENT: _____

MAJOR: *Accounting*TRAINING SITE: *Guam Legislature
Office of Finance & Budget*POSITION: *Intern*

This rating sheet is to be completed at the mid-term and at the end-term of training period.

BEGINNING/ENDING DATES: _____

SUPERVISOR: *Llewelyn Terlage*Please ☒ one:Mid-term: ☒End-term: ☐

Please rate the following factors as:

(0) Not Applicable

(1) Poor

(2) Fair

(3) Good

(4) Excellent

		UNDERSTANDS TRAINING CONCEPTS	0 1 2 <u>3</u> 4
INITIATIVE	0 1 2 <u>3</u> 4	COMPLETES PROJECTS	0 1 2 <u>3</u> 4
COOPERATION	0 1 2 3 <u>4</u>		
ADAPTABILITY	0 1 2 3 <u>4</u>		
DEPENDABILITY	0 1 2 3 <u>4</u>		
JOB KNOWLEDGE	0 1 <u>2</u> 3 4		
JOB QUALITY	0 1 2 <u>3</u> 4		
JOB QUANTITY	0 1 2 <u>3</u> 4		
ACCURACY	0 1 2 <u>3</u> 4		
TACT	0 1 2 3 <u>4</u>		
COURTESY	0 1 2 3 <u>4</u>		
PERSONAL APPEARANCE	0 1 2 3 <u>4</u>		
USE SOURCES OF INFORMATION	0 1 2 <u>3</u> 4		
SOLVES PROBLEMS	0 1 2 <u>3</u> 4		

ORAL COMMUNICATION	0 1 2 3 ④
WRITTEN COMMUNICATION	① 1 2 3 4
FOLLOWS INSTRUCTION	0 1 2 3 ④
ACCEPTS CORRECTION	0 1 2 ③ 4
UNDERSTAND INSTRUCTIONS	0 1 2 3 ④
ATTENDS TO DETAIL	0 1 2 ③ 4
KEEPS ON TASK	0 1 2 ③ 4
REPORTS TO WORK ON TIME	0 1 ② 3 4
MEET PEOPLE	0 1 2 ③ 4
CONSERVES SUPPLIES	0 1 2 3 ④
CARES FOR EQUIPMENT	0 1 2 3 ④
MAINTAINS WORK ENVIRONMENT	0 1 2 3 ④
FOLLOWS PROCEDURES/GUIDELINES	0 1 2 3 ④
COMMUNICATES WITH OTHERS	0 1 2 3 ④
PROVIDE CUSTOMER SUPPORT	① 1 2 3 4

NO. OF DAYS ABSENT FROM WORK: 0NO. OF TIMES LATE TO WORK: 3WAGE RATE AT THE END
OF THIS EVALUATION PERIOD: N/ANUMBER OF HOURS WORKED DURING
THIS EVALUATION PERIOD: 95.25**ADDITIONAL COMMENTS:***Strengths*

She was willing to accept any assignment given to her, which shows her adaptiveness as well as her willingness to learn. She communicates well on her progress in her assignments.

Areas for Improvement

Based on the rating criteria above, there were two areas rated as fair: (1) job knowledge and (2) reports to work on time. For the first area, to improve

can review information on OFB's website and the Guam Legislature to gain a basic understanding of the budget process. She can also review websites of the agencies she has been assigned to analyze.

For the second area, our office is flexible as long as you make up your time and complete your assignments. However, in the future, whichever organization she chooses to start her career it is advised to be mindful of the company's guidelines, which may not be as flexible.

What overall grade percentage would you award this student? 90 %

NOTE: Please review this evaluation with the student, sign, and return to the Guam Community AC292 Instructor.

Kendall
STUDENT

09/16/20
DATE

[Signature]
SUPERVISOR

9/16/2020
DATE

Final (end-term)

Eval.



(Attachment II)

GUAM COMMUNITY COLLEGE
AC292 Cooperative Education for Accounting
Employer's Rating Sheet

STUDENT: MAJOR: Accounting

TRAINING SITE: Guam Legislature - POSITION: Intern
Office of Finance & Budget

This rating sheet is to be completed at the mid-term and at the end-term of training period.

BEGINNING/ENDING DATES: 6/1/2020 - SUPERVISOR: Llewelyn Perlage
11/20/2020

Please ✓ one:	Mid-term:	End-term:
---------------	-----------	-----------

Please rate the following factors as:

(0) Not Applicable (1) Poor (2) Fair (3) Good (4) Excellent

INITIATIVE	0 1 2 3 4	ORAL COMMUNICATION	0 1 2 3 4
COOPERATION	0 1 2 3 4	WRITTEN COMMUNICATION	0 1 2 3 4
ADAPTABILITY	0 1 2 3 4	FOLLOWS INSTRUCTION	0 1 2 3 4
DEPENDABILITY	0 1 2 3 4	ACCEPTS CORRECTION	0 1 2 3 4
JOB KNOWLEDGE	0 1 2 3 4	UNDERSTAND INSTRUCTIONS	0 1 2 3 4
JOB QUALITY	0 1 2 3 4	ATTENDS TO DETAIL	0 1 2 3 4
JOB QUANTITY	0 1 2 3 4	KEEPS ON TASK	0 1 2 3 4
ACCURACY	0 1 2 3 4	REPORTS TO WORK ON TIME	0 1 2 3 4
TACT	0 1 2 3 4	MEET PEOPLE	0 1 2 3 4
COURTESY	0 1 2 3 4	CONSERVES SUPPLIES	0 1 2 3 4
PERSONAL APPEARANCE	0 1 2 3 4	CARES FOR EQUIPMENT	0 1 2 3 4
USE SOURCES OF INFORMATION	0 1 2 3 4	MAINTAINS WORK ENVIRONMENT	0 1 2 3 4
SOLVES PROBLEMS	0 1 2 3 4	FOLLOWS PROCEDURES/GUIDELINES	0 1 2 3 4
UNDERSTANDS TRAINING CONCEPTS	0 1 2 3 4	COMMUNICATES WITH OTHERS	0 1 2 3 4
COMPLETES PROJECTS	0 1 2 3 4	PROVIDE CUSTOMER SUPPORT	0 1 2 3 4

NO. OF DAYS ABSENT FROM WORK: 0NO. OF TIMES LATE TO WORK: 0WAGE RATE AT THE END
OF THIS EVALUATION PERIOD: N/ANUMBER OF HOURS WORKED DURING
THIS EVALUATION PERIOD: 84.76**ADDITIONAL COMMENTS:***Strengths*

has shown her ability to adapt to the work environment due to the PCOR I declaration. Prior to working on assignments from home, Kim was able to assist the entire budget team with analysis to help in the development of budget ceilings for departments for the FY 2021 Budget.

Areas for Improvement

The only area that was rated as fair ^{for} this evaluation was ~~was~~ in the area of job knowledge. Because of the declaration of PCOR I Kim was unable to get a full grasp of what the office goes through during the adoption phase of the budget cycle. However, Kim was given the assignment to watch the virtual sessions and write a reflection paper. There are other aspects of the office that Kim was unable to get exposed to such as preparing the fiscal note for proposed legislation, but Kim was able to get to observe most of the activities and office partaker in. Job knowledge is something that is expected to grow with more time and experience working in the office.

What overall grade percentage would you award this student? 95 %

NOTE: Please review this evaluation with the student, sign, and return to the Guam Community AC292 Instructor.



STUDENT

12/02/2020
DATE


SUPERVISOR

DATE