

TEXAS SOUTHERN UNIVERSITY

Department of Engineering Technologies
College of Science and Technology
3100 Cleburne Avenue, Houston, TX 77004
(713) 313-7119

Part I

1 - Supervisor's Name:	2 -Telephone Number:			
3 - Job Title:	4 -E-mail:			
5 -Company Name:	6 -Company Address:			
7 - Name of Texas Southern University graduate:	8. Approximate numbers of employees:			
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;">Last</td> <td style="width: 33%; border-bottom: 1px solid black;">First</td> <td style="width: 33%; border-bottom: 1px solid black;">MI.</td> </tr> </table>	Last	First	MI.	___ Less than 10 ___ 10-50 ___ 51-100 ___ Over 100
Last	First	MI.		

Part II

1. Which of the following best describes the type of position held by the Texas Southern University graduate?
 - ___ a. Electronics Engineering Technologist
 - ___ b. Field Engineer
 - ___ c. Tech Support Engineer
 - ___ d. Electronics/Electrical Engineer
 - ___ e. Other: _____

2. What duties are performed by the Texas Southern University graduate?
 - ___ a. Design/development
 - ___ b. Supervision
 - ___ c. Sales
 - ___ d. Technical Support
 - ___ e. Other: _____

PART III

Was the Texas Southern University graduate prepared to perform tasks assigned to him/her?

	Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>		Well prepared from school
<input type="checkbox"/>	<input type="checkbox"/>		Good understanding
<input type="checkbox"/>	<input type="checkbox"/>		Needs training to become productive

Please rate the overall performance of the individual listed above in the following technical/skill areas using the following 6 point scale:

- 1 - Very poor 2 - Poor 3 - Average
 4 - Good 5 - Excellent 6 - Not applicable (technical skill not required)

1	2	3	4	5	6
1	2	3	4	5	6
1	2	3	4	5	6
1	2	3	4	5	6
1	2	3	4	5	6
1	2	3	4	5	6
1	2	3	4	5	6
1	2	3	4	5	6
1	2	3	4	5	6
1	2	3	4	5	6

- a. Possesses necessary reading skills
- b. Uses written communication skills effectively
- c. Uses oral communication skills effectively
- d. Possesses effective computer skills (e.g. computer, word processing)
- e. Exhibits an appropriate level of responsibility and self-management
- f. Chooses ethical courses of action
- g. Participates as a team player
- h. Works well with individuals from diverse backgrounds
- i. Acquires, interprets, and uses information effectively
- j. Possesses job-related conceptual knowledge
- k. Possesses job-related technical knowledge/skills

PART IV

IMPORTANCE TO ME AS AN EMPLOYER

- 1 - Not important at all
- 2 - Not very important
- 3 - Neutral
- 4 - Important
- 5 - Very important
- 6 - Does not apply

1	2	3	4	5	6
1	2	3	4	5	6
1	2	3	4	5	6
1	2	3	4	5	6
1	2	3	4	5	6
1	2	3	4	5	6
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1	2	3	4	5	6
1	2	3	4	5	6
1	2	3	4	5	6
1	2	3	4	5	6
1	2	3	4	5	6
1	2	3	4	5	6
1	2	3	4	5	6

- a. Punctuality
- b. Dependability
- c. Work attendance
- d. Work attitude (e.g. takes interest in work)
- e. Work quality
- f. Work quantity
- g. Listening skills
- h. Creative thinking
- i. Decision making
- j. Acceptance of constructive criticism
- k. Resourcefulness
- l. Looks for ways to improve job
- m. Meets the public and customers
- n. Ability to follow directions
- o. Personal appearance

MY LEVEL OF SATISFACATION WITH EMPLOYEE

- 1 - Very dissatisfied
- 2 - Dissatisfied
- 3 - Neutral
- 4 - Satisfied
- 5 - Very satisfied
- 6 - Does not apply

1	2	3	4	5	6
1	2	3	4	5	6
1	2	3	4	5	6
1	2	3	4	5	6
1	2	3	4	5	6
1	2	3	4	5	6
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1	2	3	4	5	6
1	2	3	4	5	6
1	2	3	4	5	6
1	2	3	4	5	6
1	2	3	4	5	6

PART V

Please rank the following according to importance on an applicant's resume:

					1 - Not important at all
					2 - Not very important
					3 - Neutral
					4 - Important
					5 - Very important
1	2	3	4	5	Relevant work experience
1	2	3	4	5	Education
1	2	3	4	5	Good grammar/spelling
1	2	3	4	5	Grade point average
1	2	3	4	5	Communication skills
1	2	3	4	5	Knowledge of subject matter

PART VI

Would you hire another Texas Southern University Electronics Engineering Technology graduate?

- a. Yes
- b. No
- c. Maybe (please elaborate): _____