



DEPARTMENT OF ELECTRICAL AND INFORMATION ENGINEERING, COVENANT UNIVERSITY

Dear HR,

I am writing to request a confidential employer rating of our alumni currently employed in your organization. This is for the purpose of accreditation of our programs (Computer Engineering, Electrical and Electronics Engineering, and Information and Communication Engineering) and ensuring quality assurance.

We would appreciate it if you could provide a rating of their performance based on the following:

Employee Information					
Name				Employee ID	
Organization					
Job Title				Date	
Department					
Review Period					

Rating					
	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>comments</i>					
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>comments</i>					
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>comments</i>					
initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>comments</i>					
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>comments</i>					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>comments</i>					
Poductivity/Output	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>comments</i>					
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>comments</i>					
Overall Rating <i>(sum up the rating numbers above)</i>					

Evaluation
ADDITIONAL COMMENTS

Name..... Position..... Signature/Date/Stamp

We appreciate your time and effort in providing this information.

Your feedback will help us ensure that our programme is meeting the needs of our students and the organization they work with.

Thank you for your cooperation.

HOD, Electrical and Information Engineering