

EMPLOYER'S EVALUATION OF COOP EDUCATION STUDENT

Student Name		Student Academic Major	
Work Period: (1st, 2nd or 3rd)	Completed during (Circle one) <div style="text-align: center;">Fall Spring Summer</div>	Year From: To:	
Student Year (Circle one) <div style="text-align: center;">1 2 3 4 5</div>			
Employer's Name		Location	

INSTRUCTIONS: The co-op student's supervisor should complete this form and discuss it with the student near the end of each work term. More frequent discussion with or without the form is encouraged to enhance communication regarding the student's performance and facilitate student development during the course of the work term. The student has the responsibility for ensuring that the completed form is returned to the COOP coordinator.

PERFORMANCE RATING FOR THE STUDENT					
<p>The co-op student's supervisor should use the following classification to rate the student performance and place an X in the appropriated box:</p> <p style="padding-left: 40px;">(1) Superior, (2) Above Average, (3) Average, (4) Below Average, (5) Unsatisfactory</p>					
SKILLS <i>(please check appropriate response)</i>	1	2	3	4	5
1. Possesses necessary technical knowledge and skills					
2. Adapts to changing work assignments and situations					
3. Able to cooperate and work with other people					
PERFORMANCE					
4. Listens and carries out instructions					
5. Works effectively without close supervision					
6. Meets deadlines and schedules					
7. Produces acceptable quality of work					
8. Produces acceptable quantity of work					
JUDGMENT					
9. Demonstrates ability to make decisions or seek appropriate help					
10. Shows problem-solving ability					
ATTITUDE					
11. Accepts responsibility and is a self-starter					
12. Exhibits interest and enthusiasm on the job					
13. Maintains appropriate dress and grooming habits					
14. Maintains good attendance and is punctual					
15. Adheres to organizational regulations					

ADDITIONAL COMMENTS ABOUT PERFORMANCE AND/OR AREAS FOR

IMPROVEMENT

(The requested information here can be written in Spanish if desired)

SUPERVISOR'S OVERALL EVALUATION OF STUDENT'S PERFORMANCE

(Please check one appropriate response)

- _____ ***Exceptional Performance.*** Student exceeded all expectations.
- _____ ***Very Good Performance.*** Student performed as well as or better than expected.
- _____ ***Average Performance.*** Student performed satisfactorily, though some improvement is needed in one or several areas.
- _____ ***Marginal Performance.*** Student requires substantial improvement in one or several key areas.

Evaluation has been discussed with student? _____ Yes _____ No

Supervisor's Name (print)

Phone ()

Supervisor's Signature

Date

Student's Signature

Date