



Cooperative Education Employer Evaluation

During the last week of the Cooperative Education experience, please complete this evaluation, review it with the student during the exit interview and return it to the Student Success and Career Services Director. Please give a copy to the student. The evaluation will become a permanent part of the students file. This appraisal will aid the Director in determining a grade for the Cooperative Education student's experience.

Name of Student _____ Date _____
 Supervisor _____ Semester _____
 Business Name and Location _____

Please use this Key to assign a score to the following areas of work performance:

5	Consistently Exceeds Expectations
4	Occasionally Exceeds Expectations
3	Meets Expectations
2	Occasionally Meets Expectations
1	Seldom Meets Expectations

Dependability

Regular Attendance	5 4 3 2 1
Punctual for work, meetings, appointments, etc.	5 4 3 2 1
Completes projects by specific deadlines	5 4 3 2 1
Consistently produces quality work (accurate/complete)	5 4 3 2 1

Attitude

Willing to learn	5 4 3 2 1
Demonstrates Initiative	5 4 3 2 1
Attempts to understand goals of the organization	5 4 3 2 1
Accepts & makes constructive use of suggestions	5 4 3 2 1
Is adaptable to changing circumstances/objective	5 4 3 2 1
Is courteous & friendly	5 4 3 2 1

Relations

Works effectively with supervisor	5 4 3 2 1
Works effectively with co-workers	5 4 3 2 1
Works effectively with the public/customers	5 4 3 2 1
Demonstrates effective oral communication skills	5 4 3 2 1

Self-Management

Conducts self professionally (manners & appearance)	5	4	3	2	1
Manages time and resources efficiently	5	4	3	2	1
Makes informed decisions	5	4	3	2	1
Able to work without supervision, see things to do	5	4	3	2	1
Seeks further assistance/information when appropriate	5	4	3	2	1

Learning

Demonstrates skills needed for assigned tasks	5	4	3	2	1
Applies classroom knowledge to the job	5	4	3	2	1
Understands company expectations	5	4	3	2	1
Catches on fast, follows detailed instructions	5	4	3	2	1

Overall Performance

Please rate the student's overall performance

5 4 3 2 1

1. What are the student's strengths? _____

2. What skills, knowledge and personal attributes does the student have which will help him/her to be competent in his/her chosen field?

3. In what areas could the student improve? What suggestions do you have regarding how he/she might make those improvements?

4. Please make any additional comments regarding the student's performance and development and/or your company's experience with the Co-op program.

5. Do you have any suggestions for ways to improve the process of Cooperative Education?

Supervisor's Signature

Date

Student's Signature

Date