

## Co-op Student Performance Evaluation by Employer

| Overall Rating       |                    |                            |                | Please complete this assessment of the student's co-op learning experience carefully and thoughtfully, but candidly, recalling instances typical of general performance and academic preparation. This evaluation tool provides valuable information to the student about his or her skills, competencies, strengths, and areas requiring improvement for future career success. It also provides important feedback to the college and academic department on its curriculum and course offerings. |
|----------------------|--------------------|----------------------------|----------------|---|
| Consistently Exceeds | Meets Requirements | Fails to Meet Requirements | Not Applicable |   |
|                      |                    |                            |                | <b>Career Related Skills and Competencies</b>   |
|                      |                    |                            |                | Has adequate career-related skills required for this job  |
|                      |                    |                            |                | Effectively applies knowledge and skills on the job   |
|                      |                    |                            |                | Seeks opportunity to learn new skills   |
|                      |                    |                            |                | Produces quality work with minimal errors   |
|                      |                    |                            |                | Produces quantity of work necessary under normal working conditions for this position   |
|                      |                    |                            |                | <b>Self Management Skills and Initiative</b>  |
|                      |                    |                            |                | Shows responsibility and reliability in completing work   |
|                      |                    |                            |                | Takes initiative to complete work even if not told to do so   |
|                      |                    |                            |                | Demonstrates ethical behavior, maturity, self-confidence  |
|                      |                    |                            |                | Exhibits effective time management and organizational skills; meets deadlines   |
|                      |                    |                            |                | Attendance and punctuality  |
|                      |                    |                            |                | <b>Problem Solving and Decision Making Skills</b>   |
|                      |                    |                            |                | Asks appropriate questions; offers creative solutions   |
|                      |                    |                            |                | Exhibits flexible approach, adapts to change, completes work despite obstacles  |
|                      |                    |                            |                | Exercises good judgment and takes appropriate action  |
|                      |                    |                            |                | <b>Communication Skills</b>   |
|                      |                    |                            |                | Demonstrates verbal communication skills necessary for the job  |
|                      |                    |                            |                | Writes clearly and concisely  |
|                      |                    |                            |                | Speaks up willingly, communicates information, and asks for clarification   |
|                      |                    |                            |                | Listens for and applies feedback in order to improve  |
|                      |                    |                            |                | <b>Interpersonal and Teamwork Skills</b>  |
|                      |                    |                            |                | Makes a positive impact on work team and customers  |
|                      |                    |                            |                | Pitches in to help co-workers without being asked   |
|                      |                    |                            |                | Puts in extra time and effort to get job done; is willing to do less desirable tasks  |
|                      |                    |                            |                | Overall job performance   |
|                      |                    |                            |                | Shows evidence of potential for success in this career field  |

## Employer Assessment of Co-op Student Performance (cont'd)

1. Given the right circumstances, would you hire this student as a permanent, full-time employee?
2. List strengths this student exhibited during this work experience.
3. List any weaknesses this student may have exhibited and offer any comments or suggestions on how he/she can improve in these areas.
4. What next steps would you recommend for this student following his/her co-op/internship? Please name two or three activities that you feel would contribute the most to this student's preparation for his/her chosen career field (coursework, work experiences, skill development, professional memberships, education, etc.)

Dates of Work Term: From \_\_\_\_\_ To \_\_\_\_\_ Date of Evaluation \_\_\_\_\_

Student Name \_\_\_\_\_

Student Job Title \_\_\_\_\_

Student Major \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Company \_\_\_\_\_ Department \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Supervisor Title \_\_\_\_\_

**Supervisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Faculty Mentor Name \_\_\_\_\_

**Faculty Mentor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Return this form to the faculty mentor.**