



Overall Rating				
Consistently Exceeds	Meets Requirements	Fails to Meet Requirements	Not Applicable	
				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.
				Career Related Skills and Competencies
				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
				Self Management Skills and Initiative
				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
				Problem Solving and Decision Making Skills
				Asks appropriate questions; offers creative solutions
				Exhibits flexible approach, adapts to change, completes work despite obstacles
				Exercises good judgment and takes appropriate action
				Communication Skills
				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
				Interpersonal and Teamwork Skills
				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.