

COOPERATIVE EDUCATION SUPERVISOR EVALUATION OF STUDENT

TERM: F ☐ W ☐ Sp ☐ Su ☐ Today's Date: _____ / _____ / _____

Return by:	Return to:
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CRN

Student Name _____ Student L # _____ Major _____ Student Phone () _____

Student Mailing Address _____ City _____ State _____ Zip _____ Student Email _____

has permission to register for & will receive _____ credits (_____ clock hours/_____ hours per week) upon successful completion of the work experience with:

Name of Company or Agency _____ Supervisor at Work Site _____ Agency Email _____

Address _____ City _____ State _____ Zip _____ Phone () _____ Fax () _____

Description of learning experience (work assignments & duties) _____

Weekly schedule: Su _____ - _____ Wage _____ per _____ Unpaid ☐ Co-op Coordinator: _____

M _____ - _____ Th _____ - _____ Workers compensation insurance paid by: _____

Tu _____ - _____ F _____ - _____ Employer ☐ No Coverage ☐ Special notes: _____

W _____ - _____ Sa _____ - _____ Work Study ☐ Co-op* ☐

KEY: 5 = OUTSTANDING 4 = VERY GOOD 3 = AVERAGE 2 = MARGINAL 1 = UNSATISFACTORY N/A = NOT APPLICABLE

<p>5 4 3 2 1 N/A Professional Qualities</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Looks for ways to improve, has initiative.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Deals with routine tasks efficiently.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Meets commitments reliably.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Performs effectively under pressure.</p>	<p>5 4 3 2 1 N/A Dependability</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Attends regularly.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Arrives at work on time.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Arranges lateness and time off in advance.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Dress and grooming appropriate for job.</p>
<p>5 4 3 2 1 N/A Relations With Others</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Is friendly and courteous.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Understands and follows instructions.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Accepts and responds appropriately to feedback and suggestions.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Works well with co-workers. Contributes to team effort.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Demonstrates ability to communicate with a wide variety of people.</p>	<p>5 4 3 2 1 N/A Quality of Work</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Demonstrates progress in developing job specific skills.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Consistent follow through on tasks.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Understands how his/her job relates to the business as a whole.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Is accurate, thorough, and produces acceptable work.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Readily identifies problems or errors related to their job performance.</p>

OVERALL PERFORMANCE: ☐ OUTSTANDING ☐ VERY GOOD ☐ AVERAGE ☐ MARGINAL ☐ UNSATISFACTORY

Strengths: _____

Areas for improvement: _____

Please list specific skills this student has learned in this work site: _____

Additional comments: _____

Has this student learned and demonstrated appropriate skills to be competitive for future employment in this field? ☐ Yes ☐ No

Has this report been discussed with the student? ☐ Yes ☐ No

Immediate Supervisor _____

Date _____