

# SUPERVISOR'S EVALUATION OF CO-OP STUDENT

Co-op Student: \_\_\_\_\_ Work term: \_\_\_\_\_ Date \_\_\_\_\_

Employer: \_\_\_\_\_ Division: \_\_\_\_\_

Supervisor \_\_\_\_\_

Instructions: The immediate supervisor should evaluate the student objectively, comparing him/her with other students of comparable academic level, with other personnel assigned the same or similarly classified jobs, or with individual standards. **Legend: 5 = High; 4 = Above Average; 3 = Average; 2 = Below Average; 1 = Poor**

**Outcomes-Based Performance Assessment**

• Ability to apply knowledge of his or her academic discipline	5	4	3	2	1
• Ability to design and conduct experiments, as well as analyze and interpret data	5	4	3	2	1
• Ability to design a system, component or process to satisfy desired needs	5	4	3	2	1
• Ability to work on multi-disciplinary teams	5	4	3	2	1
• Ability to identify, formulate, and solve problems related to his/her academic discipline	5	4	3	2	1
• Understanding and execution of professional and ethical responsibility	5	4	3	2	1
• Ability to communicate effectively	5	4	3	2	1
• Exhibits the broad education necessary to understand the impact of his/her discipline on the world and society	5	4	3	2	1
• Recognizes the need for, and engages in life-long learning	5	4	3	2	1
• Knowledge of contemporary issues	5	4	3	2	1
• Ability to use the techniques, skills, and modern tools necessary for accomplishing work in his/her profession	5	4	3	2	1

**Work Habits Assessment**

**Technical preparation/aptitude/skills**

Shows willingness to learn new tasks; Evidence of aptitude for the particular career field; Basic competencies in fundamental building blocks of field	5	4	3	2	1
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**Competence, effectiveness**

Perform tasks with normal supervisory assistance; Adequate quality and quantity of work; Follows directions, adheres to regulations in performing job; Dependability in completing job duties	5	4	3	2	1
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**Work ethic**

Shows initiative in solving problems; Doesn't let minor obstacles or inconveniences stall projects; Persistent in finishing tasks; willing to take on extra work; Finds way to be useful during slow times	5	4	3	2	1
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**Attitude**

Displays professional attitude; Accepts praise and criticism appropriately; Accepts responsibility for successes and failures; Shows respect for supervisors and colleagues; Is non-judgmental	5	4	3	2	1
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**Judgment/maturity**

Able to see the "big picture"; Understands how projects, departments fit together for good of company; Looks at and evaluates all sides of a problem before making a decision; Doesn't blame others; Able to make independent decisions when appropriate	5	4	3	2	1
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**Relations with others**

Friendly and open to others; Cooperative, not confrontational or disruptive; Honest and tactful; Creates good will and team building; Can work with diverse group of people	5	4	3	2	1
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**Attendance, punctuality**

Promptness; Adheres to agreed upon schedule; Follows appropriate procedures for absences	5	4	3	2	1
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**Overall rating**

5	4	3	2	1
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**Student's Strengths:**

**Areas for improvement:**

This report has been discussed with student    \_\_\_\_\_ Yes    \_\_\_\_\_ No