

Supervisor's Final Evaluation of Co-op Student

Employer _____
Supervisor Name _____ Email _____
Supervisor Phone _____
Student Name _____ Major _____
Work Period From _____ to _____ Term Number of Co-op 1 2 3

Instructions: The immediate supervisor should evaluate the student objectively by completing all fields below. Comparisons should be made with other students of comparable academic level, with other personnel assigned the same or similar jobs, or with individual standards. Appraisals should be made only for categories in which the supervisor feels competent to accurately evaluate the student. Below, choose the item which indicates the level of performance in each category. (**5=high rating; 1=low rating**)

Interpersonal Skills

- 5 Exceptionally well accepted. Outstanding ability to promote teamwork and harmony. Tactful and diplomatic.
- 4 Well Accepted. Works well with others. Cooperative, congenial, and helpful.
- 3 Average skill in maintaining good relationships. Works well with most people.
- 2 Has some difficulty in working with others. Sometimes creates friction.
- 1 Works poorly with others. Makes co-workers feel uncomfortable. Hinders effectiveness.

Problem Solving

- 5 Exceptional ability to make sound decisions based on knowledge available. Able to develop logical alternatives.
- 4 Demonstrates good problem-solving logic in making sound decisions. Seeks counsel only when necessary.
- 3 Makes only routine decisions based on established policy and knowledge. Occasionally develops alternatives. Usually seeks counsel.
- 2 Lacks confidence to make routine decisions. Seeks counsel to avoid responsibility.
- 1 Unable to reason and to cope with job responsibilities.

Ability to Learn

- 5 Learns exceptionally quickly. Adjusts to change readily.
- 4 Learns quickly. Retains instructions. Adjusts to change well.
- 3 Average ability to learn and retain instructions. Accepts change.
- 2 Needs repeated instruction often. Does not readily accept change.
- 1 Very slow to learn. Rarely retains all instruction. Strongly resists change.

Quality of Work

- 5 Exceptionally accurate, neat, and thorough. Mistakes are rare.
- 4 Usually accurate and neat. Occasional, but minor, mistakes.
- 3 Acceptable. Requires only occasional correction.
- 2 Quality of work is erratic. Frequent errors require review.
- 1 Work usually done in careless manner. Excessive errors. Always requires review. Frequent rejections.

Communication--Written Skills

- 5 Written communication is consistently effective. Grammar, spelling, style, and content correct.
- 4 Written communication is usually clear. Errors are infrequent.
- 3 Written communication is practical but needs improvement. Either grammar and spelling or style and content need slight modification.

- 2 Written communication is consistently below company expectations. Improvement needed in writing skills.
- 1 Writes poorly. Improvement must develop.

Communication--Verbal Skills

- 5 Accomplished speaker. Poised. Effective in projecting images and in promoting ideas. Communicates especially well with individuals and small groups.
- 4 Above average in making presentations. Communicates effectively with individuals and small groups.
- 3 Average ability in making presentations. Generally understood by peers.
- 2 Needs improvement in presentation skills. Frequently misunderstood by peers.
- 1 Unsatisfactory communication skills. Unable to communicate ideas or instructions.

Knowledge of Work

- 5 Well informed on all phases of work. Able to instruct others.
- 4 Knowledgeable enough to perform with no assistance most of the time.
- 3 Adequate knowledge of essentials. Requires some assistance.
- 2 Poor knowledge base. Requires considerable assistance.
- 1 Inadequate knowledge to perform assigned tasks.

Quantity of Work

- 5 Exceptionally fast and efficient. Big producer. Often solicits extra assignments.
- 4 Goals and deadlines always met, usually ahead of schedule.
- 3 Steady producer. Average volume. Usually completes assignments on time.
- 2 Low output. Frequently late in completing assignments. Needs prodding.
- 1 Slow worker. Wastes time. Seldom gets work done on time.

Attendance

- 5 Very regular in attendance. Willingly adjusts schedule to work needs.
- 4 Regular in attendance. Considers work routine when scheduling absences.
- 3 Generally present.
- 2 Lax in attendance.
- 1 Frequently absent.

Punctuality

- 5 Always prompt in attendance. Sets a positive example.
- 4 Rarely tardy. Lateness understandable/justified.
- 3 Seldom tardy. Only minutes late.
- 2 Careless in promptness. Many minutes late. Wastes time.
- 1 Frequently tardy. Unable to set priorities. Very poor time management.

What is your overall evaluation of the student?

- Outstanding Above average Average Below average Poor

Have you reviewed this evaluation with the student? Yes No Upcoming meeting scheduled

Will this student be returning next term? Yes No

Do you need another co-op student? Yes No

Supervisor Comments: