**Final**

**Co-op Student Performance Evaluation**

**SUPERVISOR VERSION 1.0**

Student Name:

Student Number:

Employer:



This form is to be completed and reviewed with your student. Once completed, all forms are to be forwarded to the co-op office before the due date listed below.

**Due Date: Click here to enter a date.**

The *Co-op Student Evaluation Form* outlines standards of job performance, complete with descriptions of each possible grade. Consider your student’s current degree of performance in each area of work, and evaluate accordingly. Mark the box corresponding with the grade you feel best represents your student’s performance.

The scale is defined as follows:

**Requires Improvement:** Fails to meet standards, or meets them only in part. Performance is below expectations. Improvement is needed.

**Meets Expectations:** Meets the standards of the position satisfactorily. Performance aligns with the average.

**Exceeds Expectations:** Meets or exceeds standards. Performance is clearly above average.

**N/A:** Not Applicable

If a dimension does not apply to your student’s current employment situation, please mark the box titled “N/A.” A comment section has been included so that you may provide a brief explanation of your declared grade.

*It is possible that you and your student perceive their performance differently. To prevent complications, please discuss any discrepancies with your student before you each forward completed forms to the co-op office.*

1. **Accuracy**: the precision of duties performed

|  |  |  |  |
| --- | --- | --- | --- |
| Requires Improvement[ ]  | Meets Expectations[ ]  | Exceeds Expectations[ ]  | N/A[ ]  |

Comments:

1. **Adaptability**: a positive attitude towards change and the ability to change easily to fit different conditions

|  |  |  |  |
| --- | --- | --- | --- |
| Requires Improvement[ ]  | Meets Expectations[ ]  | Exceeds Expectations[ ]  | N/A[ ]  |

Comments:

1. **Assertiveness**: the ability to express ideas and thoughts directly and honestly without offending or being inconsiderate to the other party

|  |  |  |  |
| --- | --- | --- | --- |
| Requires Improvement[ ]  | Meets Expectations[ ]  | Exceeds Expectations[ ]  | N/A[ ]  |

Comments:

1. **Computer Literacy**: the ability to effectively use the computer systems available in the workplace

|  |  |  |  |
| --- | --- | --- | --- |
| Requires Improvement[ ]  | Meets Expectations[ ]  | Exceeds Expectations[ ]  | N/A[ ]  |

Comments:

1. **Creativeness**: the ability to identify and suggest new ideas to get the job done

|  |  |  |  |
| --- | --- | --- | --- |
| Requires Improvement[ ]  | Meets Expectations[ ]  | Exceeds Expectations[ ]  | N/A[ ]  |

Comments:

1. **Communication**:

*Oral*: effective speaking and listening

|  |  |  |  |
| --- | --- | --- | --- |
| Requires Improvement[ ]  | Meets Expectations[ ]  | Exceeds Expectations[ ]  | N/A[ ]  |
|  |  |  |  |

 *Written*: effective reading and writing

|  |  |  |  |
| --- | --- | --- | --- |
| Requires Improvement[ ]  | Meets Expectations[ ]  | Exceeds Expectations[ ]  | N/A[ ]  |

Comments:

1. **Interpersonal Skills**: the ability to get along with and help others, to recognize and respect people’s diversity and individual differences

|  |  |  |  |
| --- | --- | --- | --- |
| Requires Improvement[ ]  | Meets Expectations[ ]  | Exceeds Expectations[ ]  | N/A[ ]  |

Comments:

1. **Pro-activity**: the ability to perceive and carry out required tasks without supervisionand to anticipate the organization’s needs

|  |  |  |  |
| --- | --- | --- | --- |
| Requires Improvement[ ]  | Meets Expectations[ ]  | Exceeds Expectations[ ]  | N/A[ ]  |

Comments:

1. **Productivity**: the ability to produce the desired results

|  |  |  |  |
| --- | --- | --- | --- |
| Requires Improvement[ ]  | Meets Expectations[ ]  | Exceeds Expectations[ ]  | N/A[ ]  |

Comments:

1. **Reasoning**: the ability to think critically and logically to evaluate situations, solve problems and make decisions

|  |  |  |  |
| --- | --- | --- | --- |
| Requires Improvement[ ]  | Meets Expectations[ ]  | Exceeds Expectations[ ]  | N/A[ ]  |

Comments:

1. **Responsibility**: the accountability for actions taken

|  |  |  |  |
| --- | --- | --- | --- |
| Requires Improvement[ ]  | Meets Expectations[ ]  | Exceeds Expectations[ ]  | N/A[ ]  |

Comments:

1. **Self Confidence**: the belief in ones’ own ability, power, and judgement

|  |  |  |  |
| --- | --- | --- | --- |
| Requires Improvement[ ]  | Meets Expectations[ ]  | Exceeds Expectations[ ]  | N/A[ ]  |

Comments:

1. **Teamwork**: the ability to understand and work within the culture of the group

|  |  |  |  |
| --- | --- | --- | --- |
| Requires Improvement[ ]  | Meets Expectations[ ]  | Exceeds Expectations[ ]  | N/A[ ]  |

Comments:

1. **Time Management**: the ability to manage time effectively so as to complete assigned tasks and meet deadlines

|  |  |  |  |
| --- | --- | --- | --- |
| Requires Improvement[ ]  | Meets Expectations[ ]  | Exceeds Expectations[ ]  | N/A[ ]  |

Comments:

1. **Work Interest**: responsibilities are performed with diligence and enthusiasm

|  |  |  |  |
| --- | --- | --- | --- |
| Requires Improvement[ ]  | Meets Expectations[ ]  | Exceeds Expectations[ ]  | N/A[ ]  |

Comments:

Attendance

[ ]  Meets organizational standards

[ ]  Does not meet organizational requirements

Each student participant is required to prepare a report focusing on an aspect of work term activities. Prior to the submission of this report, an initial draft should be reviewed and discussed with the work-term supervisor. Please provide an evaluation of the final, submitted report using the following criteria.

 *The Co-op Program Administration works under the assumption that all reports are confidential*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Requires Improvement | Meets Expectations | Exceeds Expectations |
| Format | [ ]  | [ ]  | [ ]  |
| Content | [ ]  | [ ]  | [ ]  |
| Writing Style | [ ]  | [ ]  | [ ]  |

**Additional Comments:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Student’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Supervisors’ Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Coordinator’s Signature Date