# Employer Evaluation of Cooperative Education Student

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<tr>
<th><strong>Student’s Name</strong></th>
<th><strong>Major</strong></th>
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<table>
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<tr>
<th><strong>Employer</strong></th>
<th><strong>Department</strong></th>
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<tr>
<th><strong>Dates of Employment</strong></th>
<th><strong>Gross Pay (per hr.)</strong></th>
<th><strong>(per wk.)</strong></th>
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<tr>
<th><strong>Job Title</strong></th>
<th><strong>Supervisor’s Name</strong></th>
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In each of the following categories, please check the one description you feel best represents the student:

## Interest in Work: (Level of interest and enthusiasm for the job)
- **High**
- **More than average**
- **Satisfactory**
- **Sporadic**
- **Very Little**

## Quality of Work: (Level of thoroughness/errors)
- **Very thorough, few errors**
- **Good work, few errors**
- **Work passes review; normal amount of errors**
- **More than average errors**
- **Careless manner**

## Quantity of Work: (Level of productivity)
- **Very High**
- **More than expected**
- **Expected amount**
- **Less than expected**
- **Very Low**

## Ability to Learn on the Job: (A measurement of the length of time it takes to learn tasks)
- **Exceptionally quick**
- **Quick**
- **Average**
- **Slow**
- **Extremely slow**

## Initiative:
- **Self-starter**
- **Acts voluntarily in most matters**
- **Acts voluntarily in routine matters**
- **Relies on others**
- **Waits to be told what to do**

## Judgment:
- **Exceptionally good**
- **Usually makes good decisions**
- **Usually good in routine matters**
- **Often undependable**
- **Poor**

## Preparation: (has adequately prepared for this job in terms of previous college courses)
- **Excellent academic preparation**
- **Well prepared**
- **Adequately prepared**
- **Needs better preparation**
- **Not at all prepared**

## Relations With Others:
- **Always work in harmony with others**
- **Congenial and helpful**
- **Harmonious under normal circumstances**
- **Difficult sometimes antagonistic**
- **Frequent quarrels & friction**

## Attendance
- **Regular**
- **Irregular**

## Punctuality
- **Regular**
- **Irregular**

## Attire & Grooming
- **Appropriate**
- **Inappropriate**

## Dependability:
- **Can always be depended upon in any situation**
- **Can usually be depended upon in most situations**
- **Can be depended upon in routine situations**
- **Somewhat unreliable needs above average checking.**
- **Unreliable**
Adaptability:
☐ Easily adapt to changing ideas and procedures.
☐ Usually adapts.
☐ Average ability to adapt to changing ideas and procedures.
☐ Has difficulty readily adapting to changing ideas and procedures.
☐ Cannot adapt at all to changing ideas and procedures.

Organization and Planning:
☐ Does an excellent job of planning and organizing his/her work.
☐ Usually organizes work well.
☐ Does normal amount of planning and organizing.
☐ More often than not fails to organize and plan work effectively.
☐ Consistently fails to organize and plan work effectively.

Acceptance of Feedback:
☐ Appreciative or willing
☐ Resentful or reluctant

Oral Communication Skills:
☐ Excellent
☐ Good
☐ Needs improvement

Written Communication Skills:
☐ Excellent
☐ Good
☐ Needs improvement

Overall Performance:
Outstanding
Very Good
Average
Marginal
Unsatisfactory

Would you consider engaging this student for a position in your organization?
☐ Yes
☐ No

Additional Comments or Recommendations:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Evaluator’s Signature     Position     Date

Student’s Signature     Date