



EMPLOYER EVALUATION OF COOPERATIVE EDUCATION STUDENT

Student's Name _____ Major _____
 Employer _____ Department _____
 Dates of Employment _____ Gross Pay (per hr.) _____ (per wk.) _____
 Job Title _____ Supervisor's Name _____

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, Good work, Work passes review; More than Careless
few errors few errors normal amount of errors average errors 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 Acts voluntarily in Relies on others Waits to be told
most matters routine matters

Judgment:

Exceptionally Usually makes Usually good in Often Poor
good good decisions routine matters undependable

Preparation: (has adequately prepared for this job in terms of previous college courses)

Excellent academic Well prepared Adequately Needs better Not at all
preparation prepared prepared preparation prepared

Relations With Others:

Always work in Congenial Harmonious under Difficult sometimes Frequent quarrels
harmony with others and helpful normal circumstances antagonistic & friction

Attendance

Punctuality

Attire & Grooming

Dependability:

Can always be Can usually be Can be depended Somewhat unreliable. Unreliable
depended upon depended upon in upon in routine Needs above average
in any situation most situations situations checking

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 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