



# Employer Performance Assessment of Co-op Student

<b>Student:</b>	<input type="text"/>	<b>Program:</b>	<input type="text"/>
<b>Employer:</b>	<input type="text"/>	<b>Work Term Date:</b>	<input type="text"/>
<b>Supervisor:</b>	<input type="text"/>	<b>Title:</b>	<input type="text"/>

## GUIDELINES FOR THE EMPLOYER AND SUPERVISOR OF CO-OP STUDENTS

This form should be completed by the person in the best position to evaluate the student's performance. The student will be concurrently completing a self-assessment of their progress. Ideally, you and the student should then discuss and sign the completed evaluations. Your assessment and observations of job performance (positive and constructive feedback) assist us in further counselling the student at a Return to School Meeting to support his/her personal and career development. If for any reason you are unable to discuss this evaluation with the student, it will be shown to the student on his/her return to campus.

After completing this form, please give it to the student by the last day of the student's work term. Once again, a sincere thank you for your support of Co-operative Education at Camosun College.

**Please rate the student on the following scale (1 is poor - 5 is excellent) and provide comments on his/her performance in each area.**

### COMMUNICATION

- expresses thoughts clearly and effectively verbally      1  2  3  4  5
- expresses thoughts clearly and effectively in writing      1  2  3  4  5
- asks questions for clarification and direction      1  2  3  4  5

Comments:

### INTERPERSONAL AND TEAM SKILLS

- gets along well with different personalities/ages/cultures      1  2  3  4  5
- manages and resolves conflict appropriately      1  2  3  4  5
- listens and responds to feedback effectively      1  2  3  4  5
- works well with others to accomplish a mutual goal      1  2  3  4  5
- open to and supportive of ideas, opinions and contributions of team members      1  2  3  4  5

Comments:

**QUICK LEARNER**

- learns new information or tasks quickly with little supervision 1  2  3  4  5
- acknowledges mistakes and learns from them 1  2  3  4  5
- demonstrates a willingness to continuously learn and develop 1  2  3  4  5

Comments:

**CRITICAL THINKING/ANALYTICAL/PROBLEM SOLVING**

- identifies the root of a problem and is creative in exploring possible solutions 1  2  3  4  5
- thinks logically through a situation, breaks it down into component parts and develops a plan of action 1  2  3  4  5

Comments:

**ORGANIZATION/TIME MANAGEMENT/MULTI TASKING**

- stays focused on tasks and meets deadlines 1  2  3  4  5
- manages multiple responsibilities effectively and concurrently 1  2  3  4  5
- works well under pressure 1  2  3  4  5

Comments:

**ADAPTABLE/FLEXIBLE**

- demonstrates a willingness to alter plans to match changing needs 1  2  3  4  5
- keeps open to and responds constructively to change 1  2  3  4  5

Comments:

**INDEPENDENT WORK AND JUDGEMENT**

- takes direction, prioritizes work and accomplishes assigned tasks with minimal supervision 1  2  3  4  5
- demonstrates effective decision making and follows through to completion 1  2  3  4  5
- consults others when necessary to improve outcomes and performance 1  2  3  4  5

Comments:

**INITIATIVE AND CREATIVITY**

- identifies what needs to be done and does it proactively 1  2  3  4  5
- seeks out and takes on additional duties and assignments 1  2  3  4  5
- shows innovation and creativity when seeking new approaches 1  2  3  4  5

Comments:

**COMMITMENT AND DEDICATION**

ensures that work is done to the best of his/her ability 1  2  3  4  5

pays close attention to detail and works with accuracy 1  2  3  4  5

Comments:

**ATTITUDE AND APPROACH**

demonstrates a positive outlook and enthusiasm for work 1  2  3  4  5

balances personal perspective/needs with those of the employer 1  2  3  4  5

Comments:

**ORGANIZATIONAL AWARENESS AND PERCEPTIVENESS**

understands how the organization functions and how he/she fits in 1  2  3  4  5

shows a willingness to seek input and challenge his/her perspectives 1  2  3  4  5

Comments:

**SELF WORTH AND PERSONAL INTEGRITY**

knows his/her strengths and sets goals to improve weaknesses 1  2  3  4  5

recognizes others' contributions and gives credit for their achievements 1  2  3  4  5

celebrates personal successes as well as those of the team 1  2  3  4  5

Comments:

Please comment on student's overall performance including major strengths and areas for improvement:

If you wish, please comment on the program in general or on the preparation of our students.

May we quote you? We would like the option of using your comments as a testimonial for our Co-op promotional material, acknowledging your name and company name.

Yes  No

Based on your ratings and comments above, and considering your expectations of the contributions and employability skills of a Co-operative Education student, please rate this student's overall performance in this Co-operative Education work term.

Outstanding  Very Good  Good  Satisfactory  Unsatisfactory

This evaluation has been discussed with the student Yes  No

Supervisor's signature: \_\_\_\_\_ Date

Student's signature: \_\_\_\_\_ Date