

Student Performance Evaluation

Co-op Programs Office
Brock University
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Co-operative education is a process of learning which integrates the students' academic study with work experience. One outcome of this learning process is the personal and professional development of the student. Written evaluation, in addition to being a review of work experience, can be used as a tool to enable the employer and student to discuss the work term in detail. In addition, your written comments will assist us in counselling the student when the student returns to campus. Thank you for your interest in our students and for taking the time to complete this evaluation.

The return of this evaluation form is required for the student to receive credit for the work term.

- Please complete the evaluation
- Review the information with the student
- Make a copy of the completed evaluation for your records and the student
- Return via fax 905-688-0631 within 15 days following the end of the work term

Student Name:	Student ID #:		
Degree Program:	Work Term:	January – April	<input type="checkbox"/>
		May – August	<input type="checkbox"/>
		September - December	<input type="checkbox"/>
Company Name:	Work Term Year:	2011 <input type="checkbox"/> 2012 <input type="checkbox"/> 2013 <input type="checkbox"/>	
Company Location (city, province):	Supervisor's Name:		
Monthly Salary (Student):	Supervisor's Title:		

Student's Job Title:
Please list student's primary responsibilities and projects (or attach student's job description):

Dependability

- | | | | | |
|---|---|--|--|--|
| <input type="checkbox"/> Reliable in any situation. | <input type="checkbox"/> Reliable in most situations. | <input type="checkbox"/> Reliable in routine situations. | <input type="checkbox"/> Unreliable. Supervision required. | <input type="checkbox"/> Not applicable/not evaluated. |
|---|---|--|--|--|

Interest In Work

- | | | | | |
|--|---|--|---|--|
| <input type="checkbox"/> High interest. Very enthusiastic. | <input type="checkbox"/> More than average interest and enthusiasm. | <input type="checkbox"/> Satisfactory amount of interest and enthusiasm. | <input type="checkbox"/> Little interest or enthusiasm. | <input type="checkbox"/> Not applicable/not evaluated. |
|--|---|--|---|--|

Compliance with Policies, Structures and Rules

- | | | | | |
|--|--|---|---|--|
| <input type="checkbox"/> Fully compliant with policies, structures, and rules. | <input type="checkbox"/> Compliant with policies, structures, and rules. | <input type="checkbox"/> Somewhat compliant with policies, structures, and rules. | <input type="checkbox"/> Non-compliant with policies, structures and rules. | <input type="checkbox"/> Not applicable/not evaluated. |
|--|--|---|---|--|

Relations with Others

- | | | | | |
|---|--|---|---|--|
| <input type="checkbox"/> Always works in harmony with others. | <input type="checkbox"/> Works well with associates. | <input type="checkbox"/> Relations with others are mostly harmonious. | <input type="checkbox"/> Difficult to work with at times. | <input type="checkbox"/> Not applicable/not evaluated. |
|---|--|---|---|--|

Communication – Oral

- | | | | | |
|---|--|--|--------------------------------------|--|
| <input type="checkbox"/> Exceptional. Clear and well organized. | <input type="checkbox"/> Clear and understandable. | <input type="checkbox"/> Satisfactory. | <input type="checkbox"/> Inadequate. | <input type="checkbox"/> Not applicable/not evaluated. |
|---|--|--|--------------------------------------|--|

Communication – Written

- | | | | | |
|---|--|--|--------------------------------------|--|
| <input type="checkbox"/> Exceptionally clear, well organized and concise. | <input type="checkbox"/> Clear and understandable. | <input type="checkbox"/> Satisfactory. | <input type="checkbox"/> Inadequate. | <input type="checkbox"/> Not applicable/not evaluated. |
|---|--|--|--------------------------------------|--|

Ability to Learn

- | | | | | |
|-------------------------------------|---|-----------------------------------|---|--|
| <input type="checkbox"/> Excellent. | <input type="checkbox"/> Above Average. | <input type="checkbox"/> Average. | <input type="checkbox"/> Below average. | <input type="checkbox"/> Not applicable/not evaluated. |
|-------------------------------------|---|-----------------------------------|---|--|

Judgment

- | | | | | |
|--|--|--|---|--|
| <input type="checkbox"/> Decisions always based on thorough analysis of situation. | <input type="checkbox"/> Usually makes good decisions. | <input type="checkbox"/> Decisions are satisfactory in routine situations. | <input type="checkbox"/> Judgment often undependable. | <input type="checkbox"/> Not applicable/not evaluated. |
|--|--|--|---|--|

Problem Solving Skills

- | | | | | |
|---|---|--|---|--|
| <input type="checkbox"/> Highly adept and innovative. | <input type="checkbox"/> Adept at solving problems. | <input type="checkbox"/> Satisfactory problem solving abilities. | <input type="checkbox"/> Exhibits inadequate problem solving abilities. | <input type="checkbox"/> Not applicable/not evaluated. |
|---|---|--|---|--|

Response to Supervision

- | | | | | |
|--|--|--|--|--|
| <input type="checkbox"/> Takes prompt action on suggestions by supervisor. | <input type="checkbox"/> Willingly accepts suggestions and feedback from supervisor. | <input type="checkbox"/> Accepts suggestions and feedback from supervisor. | <input type="checkbox"/> Reluctantly accepts suggestions and feedback from supervisor. | <input type="checkbox"/> Not applicable/not evaluated. |
|--|--|--|--|--|
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Creativity

- | | | | | |
|---|--|---|--|--|
| <input type="checkbox"/> Continually offers new ideas; extremely imaginative. | <input type="checkbox"/> Frequently offers new ideas; imaginative. | <input type="checkbox"/> Has average imagination and a reasonable number of new ideas | <input type="checkbox"/> Rarely offers new ideas; limited imagination. | <input type="checkbox"/> Not applicable/not evaluated. |
|---|--|---|--|--|
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Planning and Organization

- | | | | | |
|---|---|---|--|--|
| <input type="checkbox"/> Very effective at planning and organizing work and time. | <input type="checkbox"/> Plans and organizes work and time effectively. | <input type="checkbox"/> Does average amount of planning and organizing | <input type="checkbox"/> Fails to plan and organize work and time effectively. | <input type="checkbox"/> Not applicable/not evaluated. |
|---|---|---|--|--|
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Quality of Work

- | | | | | |
|--|--|---|---|--|
| <input type="checkbox"/> Excellent: very few errors. | <input type="checkbox"/> Good: few errors. | <input type="checkbox"/> Satisfactory: has normal amount of errors. | <input type="checkbox"/> Unsatisfactory: frequent errors. | <input type="checkbox"/> Not applicable/not evaluated. |
|--|--|---|---|--|
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Quantity of Work

- | | | | | |
|--|---|---|---|--|
| <input type="checkbox"/> Excellent productivity. | <input type="checkbox"/> Produces more than expected. | <input type="checkbox"/> Satisfactory productivity. | <input type="checkbox"/> Unsatisfactory productivity. | <input type="checkbox"/> Not applicable/not evaluated. |
|--|---|---|---|--|
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Initiative

- | | | | | |
|--|--|--|--|--|
| <input type="checkbox"/> Self starter. Looks for new work. | <input type="checkbox"/> Acts voluntarily in most matters. | <input type="checkbox"/> Acts voluntarily in most routine matters. | <input type="checkbox"/> Relies on others. Must frequently be told what to do. | <input type="checkbox"/> Not applicable/not evaluated. |
|--|--|--|--|--|
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Multitasking

- | | | | | |
|---|---|---|---|--|
| <input type="checkbox"/> Focused and able to prioritize work. Excellent at handling multiple tasks. | <input type="checkbox"/> Good at handling multiple tasks. | <input type="checkbox"/> Average at handling multiple tasks | <input type="checkbox"/> Inability to handle multiple tasks | <input type="checkbox"/> Not applicable/not evaluated. |
|---|---|---|---|--|

Major Strengths:

- 1.
- 2.
- 3.

Areas for Improvement:

- 1.
- 2.
- 3.

OVERALL PERFORMANCE EVALUATION

- | | | |
|-----------------------|--------------------------|---|
| Excellent | <input type="checkbox"/> | Consistently performs at a level well beyond job requirements |
| Very Good | <input type="checkbox"/> | Demonstrates performance above competence level |
| Good | <input type="checkbox"/> | Meets job requirements |
| Marginal | <input type="checkbox"/> | Performance does not fully meet all aspects of job requirements |
| Unsatisfactory | <input type="checkbox"/> | Performance is below acceptable standards for job |

Comment on the Student's Overall Job Performance

This evaluation has been discussed with the student? Yes ☐ No ☐

Would you offer this student employment in the future? Yes ☐ No ☐

If you answered "yes" to the previous question, please indicate the next work term the student will be working with your firm (please indicate the year in the blank space provided):

☐ September_____ ☐ January_____ ☐ May_____

Student's Comments (please comment on position, your performance, and your future employment goals).

Supervisor's Name (Please Print)

Signature

Date

Student's Name (Please Print)

Signature

Date