Student Performance Evaluation

Co-op Programs Office
Brock University
500 Glenridge Avenue
St. Catharines, Ontario
L2S 3A1
(905) 688-5550 ext. 4325
Fax: 905-688-0631
www.brocku.ca/co-op

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

Student Name:	**Student ID #:**		
Degree Program:	**Work Term:**	**January – April** **May – August** **September - December**	☐ ☐ ☐
Company Name:	**Work Term Year:**	**2013** ☐ **2014** ☐ **2015** ☐	
Company Location (city, country):	**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

☐ Reliable in any situation.	☐ Reliable in most situations.	☐ Reliable in routine situations.	☐ Unreliable. Supervision required.

Interest In Work

☐ High interest. Very enthusiastic.	☐ More than average interest and enthusiasm.	☐ Satisfactory amount of interest and enthusiasm.	☐ Little interest or enthusiasm.

Compliance with Policies, Structures and Rules

☐ Fully compliant with policies, structures, and rules.	☐ Compliant with policies, structures, and rules.	☐ Somewhat compliant with policies, structures, and rules.	☐ Non-compliant with policies, structures and rules.

Relations with Others

☐ Always works in harmony with others.	☐ Works well with associates.	☐ Relations with others are mostly harmonious.	☐ Difficult to work with at times.

Communication – Oral

☐ Exceptional. Clear and well organized.	☐ Clear and understandable.	☐ Satisfactory.	☐ Inadequate.

Communication – Written

☐ Exceptionally clear, well organized and concise.	☐ Clear and understandable.	☐ Satisfactory.	☐ Inadequate.

Ability to Learn

☐ Excellent.	☐ Above Average.	☐ Average.	☐ Below average.

Judgment

☐ Decisions always based on thorough analysis of situation.	☐ Usually makes good decisions.	☐ Decisions are satisfactory in routine situations.	☐ Judgment often undependable.

Problem Solving Skills

☐ Highly adept and innovative.	☐ Adept at solving problems.	☐ Satisfactory problem solving abilities.	☐ Exhibits inadequate problem solving abilities.

Response to Supervision

☐ Takes prompt action on suggestions by supervisor.	☐ Willingly accepts suggestions and feedback from supervisor.	☐ Accepts suggestions and feedback from supervisor.	☐ Reluctantly accepts suggestions and feedback from supervisor.

Creativity

☐ Continually offers new ideas; extremely imaginative.	☐ Frequently offers new ideas; imaginative.	☐ Has average imagination and a reasonable number of new ideas	☐ Rarely offers new ideas; limited imagination.

Planning and Organization

☐ Very effective at planning and organizing work and time.	☐ Plans and organizes work and time effectively.	☐ Does average amount of planning and organizing	☐ Fails to plan and organize work and time effectively.

Quality of Work

☐ Excellent: very few errors.	☐ Good: few errors.	☐ Satisfactory: has normal amount of errors.	☐ Unsatisfactory: frequent errors.

Quantity of Work

☐ Excellent productivity.	☐ Produces more than expected.	☐ Satisfactory productivity.	☐ Unsatisfactory productivity.

Initiative

☐ Self starter. Looks for new work.	☐ Acts voluntarily in most matters.	☐ Acts voluntarily in most routine matters.	☐ Relies on others. Must frequently be told what to do.

Multitasking

☐ Focused and able to prioritize work. Excellent at handling multiple tasks.	☐ Good at handling multiple tasks.	☐ Average at handling multiple tasks	☐ Inability to handle multiple tasks

We encourage you to provide suggestions for improvement

Major Strengths:	**Areas for Improvement:**
1.	**1.**
2.	**2.**
3.	**3.**

OVERALL PERFORMANCE EVALUATION

Excellent	☐	Consistently performs at a level well beyond job requirements
Very Good	☐	Demonstrates performance above competence level
Good	☐	Meets job requirements
Marginal	☐	Performance does not fully meet all aspects of job requirements
Unsatisfactory |	☐	Performance is below acceptable standards for job (Assigning this will result in a failing grade for the student for this co-op term)

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**