

Co-op Information	
Student's Name	Student's GWID:
Student's Job Title:	Department:
Review Period: <input type="checkbox"/> Fall 2016 (August 29 - December 12) <input type="checkbox"/> Spring 2017 (January 17 - May 1) <input type="checkbox"/> Summer 2017: TBD	
Performance Rating	
Communication -Effectively communicates by phone, in person, and email with co-workers, customers, and their supervisor.	
Reviewer Rating Strength <input type="checkbox"/> Proficient <input type="checkbox"/> Needs Improvement <input type="checkbox"/>	Reviewer Comments
Job Skills/Technical Skills -Demonstrates the knowledge and skills required to perform the job effectively.	
Reviewer Rating Strength <input type="checkbox"/> Proficient <input type="checkbox"/> Needs Improvement <input type="checkbox"/>	Reviewer Comments
Productivity & Quality of Work -Delivers high quality work in a timely manner.	
Reviewer Rating Strength <input type="checkbox"/> Proficient <input type="checkbox"/> Needs Improvement <input type="checkbox"/>	Reviewer Comments
Teamwork -Treats others with courtesy and respect. Contributes to the success of the team. Responds to suggestions and feedback.	
Reviewer Rating Strength <input type="checkbox"/> Proficient <input type="checkbox"/> Needs Improvement <input type="checkbox"/>	Reviewer Comments
Initiative -Asks for additional projects, develops new ideas, and proactively seeks out opportunities.	
Reviewer Rating Strength <input type="checkbox"/> Proficient <input type="checkbox"/> Needs Improvement <input type="checkbox"/>	Reviewer Comments
Dependability -Is trustworthy, punctual, reliable, and responsible.	
Reviewer Rating Strength <input type="checkbox"/> Proficient <input type="checkbox"/> Needs Improvement <input type="checkbox"/>	Reviewer Comments
Judgment -Makes smart and educated decisions, escalating to supervisor as appropriate.	
Reviewer Rating Strength <input type="checkbox"/> Proficient <input type="checkbox"/> Needs Improvement <input type="checkbox"/>	Reviewer Comments
Professionalism -Acts as a professional in the workplace by dressing appropriately, maintaining confidentiality, etc.	
Reviewer Rating Strength <input type="checkbox"/> Proficient <input type="checkbox"/> Needs Improvement <input type="checkbox"/>	Reviewer Comments

Overall Assessment: *Describe the key strengths of the student employee and identify opportunities and goals for growth. Use this section to note any special accomplishments or projects that have occurred during this period.*

Student Employee's Comments: *Use this section to note any major accomplishments that you have achieved and identify areas for growth. Consider new skills that you would like to build and how you and your supervisor support you in your professional development.*

Supervisor's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

The George Washington University Center for Career Services
Marvin Center, Suite 505 ~ 800 21st Street NW ~ Washington, DC 20052
Tel: 202.994.8046 Fax: 202.994.6011
gwcoop@email.gwu.edu