



## Technology Co-op Program Evaluation Form

**Student Name:**  
**Position Title:**  
**School:**

**Manager Name:**  
**Coach Name:**  
**Department:**

The evaluation process is an integral part of your work term learning experience. Please complete the self-evaluation form and submit it to your manager prior to your scheduled meeting. Please retain a copy for your records.

**1. Exceptional**

**2. Exceeded Expectations**

**3. Successfully Met  
Expectations**

**4. Did Not Meet  
Expectations**

**5. N/A**

Competencies	Please select one
<b>Planning and organizing:</b> plans and organizes work and time effectively, able to prioritize work, good at handling multiple tasks.	1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
<b>Financial modeling skills:</b> demonstrates skills in applying financial analysis techniques.	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input checked="" type="checkbox"/>
<b>Analytical and research capabilities:</b> ability to analyze information, identify relationships between data and draw conclusions.	1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
<b>Problem solving:</b> ability to generate solutions to problems, and decide on course of action.	1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
<b>Communication skills (verbal, written, listing, presentation):</b> clear, well organized and concise.	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
<b>Work ethics:</b> demonstrates commitment required to be successful.	1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
<b>Interpersonal skills:</b> ability to establish and maintain productive relationships.	1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
<b>Leadership qualities:</b> ability to motivate and direct others.	1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Attributes	
<b>Interest in work:</b> takes pride in doing work well, shows enthusiasm.	1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
<b>Initiative:</b> self-starter asks for additional work.	1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
<b>Setting goals:</b> develops goals and shows effort towards them.	1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
<b>Customer services:</b> demonstrates service-oriented behaviour.	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input checked="" type="checkbox"/>
<b>Dependability:</b> reliable in any situation.	1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
<b>Adaptability:</b> adapts willingly to new or changing requirements.	1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
<b>Judgment:</b> decisions are based on thorough analysis of the situation.	1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>

**Quality of work:** makes very few errors. 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5 ☐

**Quantity of work:** produces what is expected, meets deadlines. 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5 ☐

**Ability to learn:** capacity for knowledge and ability to acquire it. 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5 ☐

**Creativity:** offers new ideas; imaginative. 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5 ☐

**Responses to supervisor:** accepts suggestions and feedback. 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5 ☐

**Reflection and integration of prior learning:** shows evidence of thinking deeply or reflecting in order to link previous learning experiences with current activities. 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5 ☐

**Team Player:** can work with diverse teams, concepts and approaches. 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5 ☐

### Overall Performance

Exceptional	<input checked="" type="checkbox"/>	Substantially exceeded all goals and accountabilities required of their role.
Exceeded Expectations	<input type="checkbox"/>	Exceeded job requirements in one or more key areas.
Successfully Met Expectations	<input type="checkbox"/>	Met most and may have exceeded some goals and accountabilities of their position.
Did Not Meet Expectations	<input type="checkbox"/>	Met some goals or accountabilities of their position, and failed to complete several other goals.

Areas of Strength		Areas for Development	
1	Committed and Passionate	1	Enhance Communication Skills
2	Faster Learner	2	Enhance Judgement Skills
3	Dependable	3	Take more initiative in work that's not your strength

**Manager Comments:** Please comment on the student's overall performance.

Yuesen is a friendly individual to work with. He always takes his work seriously and delivers high quality work in a timely manner. Yuesen works well independently and is a great team player. He is always willing to help his teammates. He also takes the initiative to thoroughly understand challenging concepts, ask questions, conducts research if needed, and works effortlessly to add value when he deliver results.

**Student Comments:** Please comment on your overall performance, experience and your expectations regarding future employment.

This is my last woker term with CIBC in the 16 month work term. I really appreciate all the support and recognition that was given to me. I strongly believe that all the skills i developed and all the experience I acquired will be a huge asset for me in my future career. And I will keep working on the area that needs development even after CIBC.

**It is required that the evaluation is discussed with the student, please sign below to acknowledge that you have reviewed the completed evaluation with the student.**

Manager's Signature:  Date: July 30, 2018

Student's Signature:  Date: July 30th, 2018