

Technology Co-op Program Evaluation Form

Student Name:	Manager Name:
Position Title:	Coach Name:
School:	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 4.Did Not Meet 5. N/A Expectations Expectations

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



Quality of work: makes very few errors. 1 \(\text{2} \) \(\text{3} \) 4 \(\text{5} \)						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 tea	ms, co	ncepts and a	appr	oaches		1 🔀 2 🗌 3 🗆 4 🔲 5 🗆
Overall Performance						
Exceptional	×	Substantial role.	lly e	xceede	d all goals and a	ccountabilities required of their
Exceeded Expectations		Exceeded j	ob r	equirer	nents in one or r	more key areas.
Successfully Met Expectations		Met most a their position		may ha	ve exceeded son	ne goals and accountabilities of
		Met some goals or accountabilities of their position, and failed to complete several other goals.				
Did Not Meet Expectations						neir position, and railed to
Did Not Meet Expectations Areas of Strength					r goals.	or Development
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Areas of Strength			eve	ral othe	r goals. Areas fo	or Development n Skills
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