COOPERATIVE EDUCATION ***SUPERVISOR EVALUATION*** OF

CO-OP STUDENTS

Student/Employee Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Employment Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INSTRUCTIONS

1. Please complete the following evaluation of the employee. Type in any comments you may have that describe the employee and the employee’s performance. Please complete form and email the evaluation to Joshua Jensen (joshuajensen1@weber.edu)

On the following page is a chart listing employee characteristics. Consider each characteristic before making your evaluation. Click on the box (or insert an X) next to each characteristic which, according to your best judgment, most nearly describes the employee. If the evaluation factor is not observed by you, check the non-applicable square preceding each characteristic.

Please list any areas where you feel this student/employee has shown outstanding ability.

Please list areas in which you feel this student/employee could improve his/her performance.

Additional comments if applicable.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Title

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| EXPLANATION AND CHARACTERISTICS (check one) | | | | |
| DEPENDABLE AND INDUSTRIOUS | N/A | Consistently begins work immediately, is not easily interrupted. Is prompt and likes responsibility | Applies himself to job most of the time. Is usually prompt, accepts responsibility and is reliable. | Finds it hard to settle down, needs urging. Often tardy and undependable. |
| COOPERATION | N/A | Good team worker. Always helpful. Self-confident and diplomatic. | Meets others halfway. Is accepted by others standard of conduct is high. | Difficult to work with. Somewhat antagonistic, disliked by some employees. |
| PERSEVERANCE | N/A | Doesn't give up until reasonable success has been attained. | Asks for help only after real effort. | Wants help when difficulty is met. |
| ACCEPTANCE OF CRITICISM | N/A | Accepts criticism readily and really tries to improve. | Accepts criticism. Makes limited effort to improve. | "Justifies" his action even when wrong. |
| ORAL COMMUNICATION | N/A | Quick to understand. Speaks with assurance and ease. | Comprehends without difficulty. Gets his ideas across. | Slow to understand instructions. Self-expression difficult. |
| LEARNING NEW METHODS AND ACCURACY OF  WORK | N/A | Satisfactory ability to grasp new ideas and methods. Is accurate and complete in work. | Routine worker. Requires detailed instructions. Work is generally usable. | Slow to learn, needs repeated instruction. Frequent errors. |
| VOCATIONAL SKILL LEVELS | N/A | Competency skill levels comparable to journeyman. | Semi-skilled apprentice. | Functions at being an apprentice. |
| PROFESSIONAL SKILL LEVELS | N/A | Works beyond level of educational background. | Works on level comparable to educational back-ground. | Works on level below educational background. |
| AMOUNT OF WORK AND ORDERLINESS | N/A | Consistently produces more than is expected. Work is very neat and easy to follow. | Puts out about average amount of work. Work is satisfactory and orderly. | Does just enough to get by. Work is poorly arranged. |