



Co-op Evaluation

Co-op Placement Host Evaluation Report

Host Company: _____

Student Name: _____

Supervisor: _____

Position: _____

Position: _____

Student ID #: _____

Review Period: _____

To: _____

Date Visited: _____

Points to be remembered

- Please provide a check mark in one rating box for each evaluation point.
- Comments are optional on each behavior unless evaluated as "Needs Improvement" or "Does Not Meet Standards" rating.
- Constructive dialogue and use of specific examples are encouraged. Space is provided on the last page of the evaluation for this purpose.
- The supervisor should provide summary comments/recommendations on areas of development.
- Space is provided on the last page of the evaluation for additional comments.



Evaluation of Students

Behavior Area:

Communications

	(5) = Exceptional	(4) = Exceeds Standards	(3) = Meets Standards	(2) = Needs Improvement	(1) = Does not meet Standards	N/A
Shows interest in learning new job and related industry.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listens to and understands explanations, direction, and expressions of need, whether from supervisors, co-workers, or customers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clearly expresses needs and explanations to others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides feedback and keeps others informed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offers constructive suggestions for improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Behavior Area:

Innovativeness/Motivation

	(5) = Exceptional	(4) = Exceeds Standards	(3) = Meets Standards	(2) = Needs Improvement	(1) = Does not meet Standards	N/A
Seeks to learn more about the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seeks to learn more about the company.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shows desire for continuous improvement. Welcomes and acts on feedback and suggestions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Generates creative ideas and solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates innovative thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Evaluation of Students

Behavior Area: Team

Focus/Collaboration

	(5) = Exceptional	(4) = Exceeds Standards	(3) = Meets Standards	(2) = Needs Improvement	(1) = Does not meet Standards	N/A
Gets along and works well with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completes designated tasks as assigned and acts in accordance with department objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listens to direction from management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Constructively responds to suggestions and feedback received from others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meets attendance requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrates into the work environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Behavior Area: Knowledge,

Skills, Abilities, Responsiveness

	(5) = Exceptional	(4) = Exceeds Standards	(3) = Meets Standards	(2) = Needs Improvement	(1) = Does not meet Standards	N/A
Demonstrates required co-op skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Takes initiative to find answers and demonstrates problem solving skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responds effectively and efficiently to assigned responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Takes personal responsibility for actions; avoid excuses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognizes own limits and appropriately seeks the advice of others when needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Evaluation of Students

What specific skills has the student learned/improved upon?

How could the student further improve their skills and/or performance in the future?

Comment briefly on the personal characteristics that will help or hinder the student's professional developments

Summary Comments & Recommendation (Areas of developments)

By signing this form, Co-op Placement Officer confirms that the progress evaluation has been reviewed in detail with the host company supervisor.

Host Supervisor Signature: _____ Date: _____

Co-op Placement Officer: _____ Date: _____