



# Business Co-operative Education

\*Note: Complete this form electronically, if possible. Download a blank form to your computer in order for the digital signature feature to appear.

## Employer's Evaluation of Work Term

STUDENT: \_\_\_\_\_ WORK TERM: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ LOCATION: \_\_\_\_\_

START DATE: \_\_\_\_\_ FINISH DATE: \_\_\_\_\_

## SECTION 2 - Skills and Attributes

### Interest in Work

- Little Interest or enthusiasm for job
- Interest spasmodic. Occasionally enthusiastic.
- Satisfactory amount of interest and enthusiasm for job.
- More than average amount of interest and enthusiasm for job.
- High interest in job. Very enthusiastic. Takes pride in doing work well.
- No basis for evaluation.

### Initiative

- Always wants to be told what to do next
- Relies on others. Must be told what to do frequently.
- Acts voluntarily in routine matters.
- Acts voluntarily in most matters.
- Self-starter. Asks for new jobs. Looks for work to do. Does not waste time.
- No basis for evaluation.

### Organization and Planning

- Consistently fails to organize and plan work effectively.
- More often than not fails to organize and plan work effectively.
- Does normal amount of planning and organizing.
- Usually organizes work and time effectively.
- Does an outstanding job of planning and organizing work and time.
- No basis for evaluation.

### Ability to Learn

- Very slow in understanding new information.
- Rather slow understanding new information.
- Average.
- Quick to learn.
- Excellent.
- No basis for evaluation.

### Quality of Work

- Work usually done in careless manner. Often makes errors.
- More than average number of errors for a student.
- Work usually passes review. Has normal number of errors.
- Usually thorough, good work. Few errors.
- Very thorough in performing work. Very few errors if any.
- No basis for evaluation.

## Quantity of Work

- Very low productivity.
- Less productive than expected.
- Expected amount of productivity.
- More than expected amount of productivity.
- Highly productive.
- No basis for evaluation.

## Creativity/Problem Solving

- Rarely has a new idea; is not very innovative.
- Occasionally comes up with a new idea.
- Has reasonable number of new ideas.
- Frequently suggests new ways of doing things; is very innovative.
- Continually seeks new and better ways of doing things; is extremely innovative.
- No basis for evaluation.

## Dependability

- Unreliable.
- Somewhat unreliable, needs above average checking.
- Can be depended upon in routine situations.
- Can usually be depended upon in most situations.
- Can be depended upon in any situation.
- No basis for evaluation.

## Judgement

- Poor judgement. Jumps to conclusions without sufficient knowledge.
- Judgement often undependable.
- Judgement usually good in routine situations.
- Uses good common sense. Usually makes good decisions.
- Exceptionally good. Decisions based on thorough analysis of problems
- No basis for evaluation.

## Interpersonal Skills

- Frequently quarrelsome, causes friction; overly quiet and withdrawn to the point of having an adverse effect on group.
- Sometimes antagonizes. Tends to be uncommunicative. Rarely contributes to teamwork.
- Most relations with others are harmonious under normal circumstances.
- Congenial and helpful. Works well with associates. Seen as an asset in furthering co-operation and group harmony.
- Always works in harmony with others. An excellent team worker. Contributes to group relationships and effectiveness.
- No basis for evaluation.

## Response to Supervision

- Resents suggestions and criticism by supervisor or needs close supervision or has difficulty in accepting change.
- Reluctantly accepts suggestions and criticism by supervisor. Sometimes fails to recognize own limitations and needs to ask direction.
- Accepts suggestions and criticism by supervisor in satisfactory manner.
- Willingly accepts suggestions and criticism by supervisor.
- Expresses appreciation and takes prompt action on suggestions and criticism by supervisor. Very open-minded and confident.
- No basis for evaluation.

## Communication - Written

- Not clear to the extent that it causes confusion or interferes with the performance or work.
- Satisfactory, occasionally is unclear and not concise.
- Usually clear and concise.
- Normally very clear, well organized and easily read.
- Always clear, well organized, concise, and readable, with few errors.
- No basis for evaluation.

**Communication - Oral**

- Not clear to the extent that it causes confusion or interferes with the performance of work.
- Satisfactory, occasionally encounters difficulty in speaking clearly and concisely.
- Usually clear and concise.
- Normally very clear and understandable.
- Conveys information in a clear, well-organized and easily understood manner.
- No basis for evaluation.

**Leadership Qualities**

- Not approachable
- Poor, unable to organize and motivate the work of others.
- Adequate.
- Above average.
- Excellent, promotes enthusiasm, can direct others.
- No basis for evaluation.

**Adaptation to Formal Organizations, Rules & Policies (including safety guidelines)**

- Not applicable.
- Poor, unable to organize and motivate the work of others.
- Adequate.
- Above average.
- Excellent, adapted to and recognized formal organization structures, rules and policies.
- No basis for evaluation.

**Attendance**

- Irregular.
- Regular.

**Punctuality**

- Irregular.
- Regular.

**Grooming/Appearance**

- Inappropriate.
- Appropriate.

**Overall Performance**

- Unsatisfactory.
  - Needs improvement.
  - Satisfactory.
  - Above average.
  - Excellent.
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**Areas of Strength**

**Areas for Improvement**

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**Recommended Academic Exposure: (if applicable)**

**Recommended Work Experience: (if applicable)**

**Has the student been given feedback on his/her performance during the term?**

Yes.  No.

**Has the student made an effort to improve in areas noted?**

Yes.  No.

**Has the student made progress in areas noted?**

Yes.  No.

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### **SECTION 3 - Achievement of Objectives**

From the outline in Section 1, please indicate how well the student met the stated performance and professional objectives:

**Performance Objectives (On the Job)**

Supervisor's Comments:

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Student's Comments:

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**Professional Objectives (Attitude & Behavior)**

Supervisor's Comments:

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Student's Comments:

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## SECTION 4 - General Comments

### Comment on Overall Performance

Supervisor's Comments:

Student's Comments:

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### EMPLOYER

Name and title of person completing this evaluation form - (usually the supervisor, a manager or a representative of human resources)

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

We urge that you discuss the evaluation with the student.

**STUDENT'S SIGNATURE:** \_\_\_\_\_

Reviewed by Co-operative Education.

**ACADEMIC STAFF MEMBER'S SIGNATURE:** \_\_\_\_\_

Reviewed by Academic Staff Member (ASM) in Co-operative Education, Business.

**Date:** \_\_\_\_\_