



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

# Work Report Assessment by Employer

Student Name: \_\_\_\_\_

Employer: \_\_\_\_\_

Each employer is asked to provide information to the University that will assist us in evaluating work reports prepared by students while on the job. This form should be completed and returned with the Employer's Evaluation of the Student's Performance to the Business Co-operative Education office, Faculty of Business Administration, Memorial University of Newfoundland, St. John's, NL A1B 3X5.

1. Accuracy of technical information on the report as it relates to the job.	Accurate	Inaccurate	Not Applicable
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>

2.a Was the report topic set by the employer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/>
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b Extent of guidance/direction from the employer.	Considerable	None	
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>

3. Report meets the established objectives	Satisfactory	Unsatisfactory	
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>

4. Report meets expectations	Exceeded	Doesn't Meet	
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>

5. Working time provided by employer to prepare and complete the report.*	Within working hours	Outside of working hours	
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>

\* There is NO REQUIREMENT that working hours be provided by the employer to prepare and write the work report

6. Were resources such as information and computers available to the student in the work situation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/>
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Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Evaluator: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_