

CO-OP WORK-SITE EVALUATION

Dear Employer,

Please evaluate the progress of your student employee(s). The evaluation is important, as the student receives credit for work experience and it becomes part of the students' permanent record. Please include comments on the grade and list suggestions on how the student may improve. If there are qualities that are unique to your business, please use the available space to identify them.

Student Name:
Place of Employment:
Supervisor Name:
Supervisor Signature
Date:

Grading Scale
10 – Outstanding
9 – Excellent
8 – Above Average
7 – Average
6 – Below Average
5 – Needs Improvement
<5 – Needs frequent re-direction or correction

Please complete and return to the Cooperative Education Coordinator.

Quality	Rating #	Comments
Attendance and Punctuality		
Personal Appearance		
Accuracy & Efficiency of Work		
Knowledge & Skills of Trade		
Safety & Responsibility		
Cooperation with Supervisors & Co-Workers		
Judgement and Common Sense		
Initiative & Creativity		
Enthusiasm for the job		
Other		