

Westchester Community College Cooperative Education/Internship Program Employer's Evaluation of Co-op/Internship Student

FINAL

Student's Name and Job Title:

Supervisor's Name and Title:

Company Name:

Briefly describe the responsibilities assigned to the student.

In an effort to demonstrate student growth and professional development in this experiential learning program please rate the student in the areas indicated below for the final half of the placement.

RELATIONS WITH OTHERS

- Exceptionally well accepted
- Works well with others
- Gets along satisfactorily
- Has some difficulty working with others
- Works very poorly with others

ATTITUDE/APPLICATION TO WORK

- Outstanding in enthusiasm
- Very interested & industrious
- Average in diligence & interest
- Somewhat indifferent
- Definitely not interested

JUDGMENT

- Exceptionally mature
- Above average in making decisions
- Usually makes the right decision
- Often uses poor judgment
- Consistently uses poor judgment
- Not applicable to position

DEPENDABILITY

- Completely dependable
- Above average in dependability
- Usually dependable
- Unreliable

ABILITY TO LEARN

- Learns very quickly
- Learns readily
- Average in learning
- Rather slow to learn
- Very slow to learn

QUALITY OF WORK

- Excellent
- Above average
- Average
- Needs improvement

CREATIVITY

- Above average
- Average
- Below average
- Not applicable to position

OVERALL PERFORMANCE

- Outstanding
- Very good
- Above average
- Needs improvement

INITIATIVE

- Above average
- Average
- Needs Improvement

PROFESSIONALISM

- Above average
- Average
- Needs Improvement

ORAL COMMUNICATION SKILLS

- Superior
- Effective
- Needs improvement

WRITTEN COMMUNICATION SKILLS

- Superior
- Effective
- Needs improvement

PUNCTUALITY

- Regular
- Irregular

ATTENDANCE

- Regular
- Irregular

QUANTITY OF WORK

- Excellent
- Average
- Needs Improvement

FLEXIBILITY

- Above average
- Average
- Needs Improvement
- Not applicable to position

ABILITY TO FOLLOW INSTRUCTIONS

- Excellent
- Average
- Needs Improvement

GROOMING

- Appropriate
- Needs Improvement

ACCEPTANCE OF CRITICISM/SUGGESTIONS

- Appreciative, open to suggestions
- Resentful, reluctant to consider suggestions

Please describe skills attempted and/or learned by the student to date during the final half of the placement. If this student is in their second term with you, please describe how their responsibilities have changed since their previous term.

What are some of the personal and professional strengths that this student has displayed during this portion of his/her co-op assignment?

What are some of the areas in which this student needs to develop (both professionally and personally) in order to make him/her a more desirable candidate for employment?

Do you think this student has the potential for a career in this field?

What are some of the areas in which this student needs to develop (both professionally and personally) in order to make him/her a more desirable candidate for employment?

Additional Final Comments:

Have you invited this student to continue with your organization? If so, in what capacity:

Continuing intern full-time _____ Continuing intern part time _____

Professional/permanent hire _____ Other _____

SIGNATURE OF SUPERVISOR

DATE

SIGNATURE OF STUDENT

DATE