

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

MID TERM

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 first half of the placement. A final student evaluation at the end of the semester will include many of the same areas for evaluation.

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 first 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 feel that the student's academic background is appropriate and adequate for the position?

Are there any additional courses or special training that would be helpful for the student?

Additional Remarks:

SIGNATURE OF SUPERVISOR

DATE

SIGNATURE OF STUDENT

DATE