



CO-OP ED

Employer Evaluation of Co-op Student

Student Name: _____ Date: _____

Supervisor: _____ Direct Line: _____

Email Address: _____ Web Page Address: _____

Company: _____ Mailing Address: _____

Semester: Winter (Jan.-Apr.) Summer (May-Aug.) Fall (Sept.-Dec.)

Co-op Program:

- | | | | |
|-----------------------------------|--------------------------|--------------------------------------|--------------------------|
| Bachelor of Science in: | | Bachelor of Arts | <input type="checkbox"/> |
| Biological Sciences | <input type="checkbox"/> | Bachelor of Business Administration | <input type="checkbox"/> |
| Chemical Biology | <input type="checkbox"/> | Bachelor of Natural Resource Science | <input type="checkbox"/> |
| Chemistry/Environmental Chemistry | <input type="checkbox"/> | Bachelor of Tourism Management | <input type="checkbox"/> |
| Physics | <input type="checkbox"/> | Computing Science Diploma | <input type="checkbox"/> |
| Mathematics | <input type="checkbox"/> | | |
| Computing Science | <input type="checkbox"/> | Engineering Transfer | <input type="checkbox"/> |
| Bachelor of Computing Science | <input type="checkbox"/> | | |

TO THE EMPLOYER AND SUPERVISOR OF STUDENT

- ◇ We encourage you to discuss your evaluation with the student before s/he leaves the Work Term. Our students welcome feedback on their job performance and see constructive criticism as part of the learning process.
- ◇ TRU also welcomes feedback on our programs. Please use the box on the last page to record your comments.
- ◇ Please complete this form before the end of the Work Term and return it to the address below.

Thank you for playing a key role in making the TRU Co-operative Education Programs a success!

PLEASE RETURN TO: Career Education Department
Thompson Rivers University
900 McGill Road
Kamloops, BC V2C 0C8

Tel: 250.371.5627
Email: careereducation@tru.ca
Web: www.tru.ca/careereducation

Interest in Work

- High interest in job. Very enthusiastic.
- More than average amount of interest and enthusiasm for job.
- Satisfactory amount of interest and enthusiasm for job.
- Interest spasmodic. Occasionally enthusiastic.
- Little interest or enthusiasm for job.
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Initiative

- Self-starter. Looks for work to do. Asks for new jobs.
- Acts voluntarily in most matters.
- Acts voluntarily in routine matters.
- Relies on others. Must be told frequently what to do.
- Usually waits to be told what to do next.
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Organization/Planning

- Does an excellent job of planning and organizing work.
- Very good job of organizing work.
- Does normal amount of planning and organizing.
- More often than not fails to organize and plan work effectively.
- Consistently fails to organize and plan work effectively.
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Ability to Learn

- Exceptionally quick to learn.
- Quick to learn.
- Average.
- Slow to learn.
- Very slow to learn.
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Quality of Work

- Very thorough in performing work. Errors very few if any.
- Good work. Thorough. Few errors.
- Work usually passes review. Has normal amount of errors.
- More than average amount of errors for a trainee.
- Work usually done in careless manner. Often makes errors.
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Quantity of Work

- Highly productive.
- More than expected.
- Expected amount of productivity for a student.
- Less than expected.
- Very low.
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Judgement

- Exceptionally good. Decisions based on thorough analysis of problem.
- Uses good common sense. Usually makes good decisions.
- Judgement usually good in routine situations.
- Judgement often unreliable.
- Poor judgement. Jumps to conclusions without sufficient knowledge.
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Dependability

- Can always be depended upon in any situation.
- Can usually be depended upon in most situations.
- Can be depended upon in routine situations.
- Somewhat unreliable, needs above average checking.
- Unreliable.
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Interpersonal Skills

- Always works in harmony with others. An excellent team worker.
- Congenial and helpful. Works well with associates.
- Most relations with others are harmonious under normal circumstances.
- Difficult to work with at times. Sometimes has difficulty with others.
- Frequently quarrelsome and causes friction.
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Leadership Qualities

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|--|---|--|---|---|
| <input type="radio"/> Excellent, promotes enthusiasm, can direct others. | <input type="radio"/> Above average. Has good leadership potential. | <input type="radio"/> Adequate. Can take on leadership role if required. | <input type="radio"/> Poor, unable to organize and motivate the work of others. | <input type="radio"/> Not approachable. |
|--|---|--|---|---|
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Response to Supervision

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|--|---|---|--|--|
| <input type="radio"/> Expresses appreciation and takes prompt action on suggestions by supervisor. Very open-minded and confident. | <input type="radio"/> Willingly accepts suggestions and feedback by supervisor. | <input type="radio"/> Accepts suggestions by supervisor in a satisfactory manner. | <input type="radio"/> Reluctantly accepts suggestions and criticism by supervisor. Sometimes fails to recognize own limitations and need to ask for direction. | <input type="radio"/> Resents suggestions and criticism by supervisor or needs close supervision or has difficulty in accepting change.
(Underline appropriate phrase) |
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Written Communication

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|---|--|--|--|---|
| <input type="radio"/> Always clear, well organized, concise readable with few errors. | <input type="radio"/> Normally very clear, well organized and easily read. | <input type="radio"/> Satisfactory, occasionally encounters difficulty in writing clearly and concisely. | <input type="radio"/> Not clear to the extent that it causes confusion or interferes with the performance of work. | <input type="radio"/> Unsatisfactory written skills.

<input type="radio"/> N/A |
|---|--|--|--|---|
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Listening Skills

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|--|--|--|--|--|
| <input type="radio"/> Excellent listening skills. Comprehends what is requested. Ensures there are no misunderstandings. | <input type="radio"/> Listens effectively. If misunderstandings occur, usually asks for clarification. | <input type="radio"/> Satisfactory listening skills. | <input type="radio"/> Poorer than expected. Too many misunderstandings. Does not repeat or clarify instructions. | <input type="radio"/> Unsatisfactory listening skills. |
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Adaptation to Formal Organizations, Rules and Policies

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|--|---|---|---|--|
| <input type="radio"/> Excellent, adapted to and recognized formal organization structures, rules and policies. | <input type="radio"/> Has above average understanding of how organization operates. | <input type="radio"/> Adequate. Accepts own role within organization. | <input type="radio"/> Poor, refused to recognize formal procedures and rules. | <input type="radio"/> Even after direction from supervisor, refuses to follow rules. |
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Use of Technology, Instruments, Tools and Information Systems

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|---|---|--|---|--|
| <input type="radio"/> Excellent knowledge and use of available technologies, tools etc. | <input type="radio"/> Above average knowledge and use of tools etc. | <input type="radio"/> Satisfactory knowledge and use of tools etc. | <input type="radio"/> Less than expected. | <input type="radio"/> Inadequate knowledge and use of tools etc. |
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Troubleshooting/Problem Solving Skills

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|---|--|--|--|--|
| <input type="radio"/> Excellent, shows clear train of thought and logical steps followed. | <input type="radio"/> Very good. Shows a clear thought process. Is able to solve problems. | <input type="radio"/> Satisfactory troubleshooting and problem solving skills. | <input type="radio"/> Slow to determine source of problem and to determine viable solutions. | <input type="radio"/> Inadequate problem solving skills. |
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Attendance <input type="radio"/> Regular <input type="radio"/> Irregular	Punctuality <input type="radio"/> Regular <input type="radio"/> Irregular	Grooming <input type="radio"/> Appropriate <input type="radio"/> Inappropriate
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Areas of Strength 1. 2.	Areas for Improvement 1. 2.
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Overall Performance

+	Outstanding	-		+	Very Good	-		+	Average	-		+	Marginal	-		Un satisfactory
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

This Evaluation has been discussed with the student. <input type="radio"/> Yes <input type="radio"/> No	Do you wish to have this student return next work term if employment is available? <input type="radio"/> Yes <input type="radio"/> No
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Supervisor's Signature	Title	Department	Date
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Comments on Student's Overall Performance:

Student's Comments:

Employer comments on TRU Program (curriculum, pre-employment prep, co-op services, etc.)
