

PERFORMANCE EVALUATION PROFILE

Name	P00 #	Co-op Level
Work Term	Employer	

This form should be completed by the individual in the best position to evaluate the student's performance. Appraisals should be made only for those performance and work habits categories where the supervisor feels reasonably competent to judge the individual accurately. The evaluator is encouraged to qualify their evaluation in areas where further information would be helpful under comments. Evaluate the student's performance by placing a ✓ +, ✓, or a ✓ -, in the box (on the right) which most accurately describes their performance in each area.

5	<small>CONSISTENTLY EXCEEDS REQUIREMENTS</small>	4	<small>MEETS REQUIREMENTS CONSISTENTLY</small>	3	<small>MEETS SOME REQUIREMENTS</small>	2	<small>FAILS TO MEET REQUIREMENTS</small>	1	<small>NOT MEASURABLE</small>
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COOPERATION/RELATIONSHIPS

Consider willingness and ability to work with others, ability to promote enthusiasm among co-workers, readiness to accept and follow instructions, helpfulness to other employees, nature of impression on other employees, ability to understand and respect others' viewpoints.

COMMENTS _____

INITIATIVE

Consider ability to solve problems and to constructively find ways to accomplish objectives, actions taken to find new assignments after completing old ones, willingness to accept responsibility, frequency of suggested ways to improve productivity. Is the student seen as a resource and leader in work activities by co-workers?

COMMENTS _____

JUDGMENT

Consider ability to foresee and evaluate problems, to develop alternatives, to understand inter-relationships and results of decisions.

COMMENTS _____

ATTENDANCE AND PUNCTUALITY

Consider record for entire evaluation period, notification of absence or tardiness, etc.

COMMENTS _____

WORKHABITS

Consider organization of work area, housekeeping, pride in work, availability in work area when not required to be away due to assignments, etc.

COMMENTS _____

5	CONSISTENTLY EXCEEDS REQUIREMENTS
4	MEETS REQUIREMENTS CONSISTENTLY
3	MEETS SOME REQUIREMENTS
2	FAILS TO MEET REQUIREMENTS
1	NOT MEASURABLE

APPLICATION OF KNOWLEDGE

Consider demonstrated understanding of principles, methods and procedures needed to accomplish job, ability to understand new information and instructions and to cope with complex information, ability to communicate effectively, speed of learning new jobs, efforts made to increase and broaden skills.

COMMENTS _____

PLANNING AND ORGANIZATION

Consider ability to develop steps and procedures to accomplish assignments, to follow through with plans, to prioritize work, to meet schedules and deadlines, to handle more than one thing at a time.

COMMENTS _____

DEPENDABILITY

Consider amount of supervision required to assure completion of work, reliability to determine errors and problems and report them promptly, reaction to emergency situations, ability to cope with pressure and adapt to change.

COMMENTS _____

QUALITY OF WORK

Consider accuracy and completeness of work, attention to detail, amount of checking required of supervisor, ability to complete job well even under adverse conditions.

COMMENTS _____

QUANTITY OF WORK

Consider amount of work produced, ability to handle high volume of work, willingness to work overtime, if required.

COMMENTS _____

Rated by _____ Title/Department _____ Date _____ Signature _____

College Co-op Reviewer _____ Title/Department _____ Date _____ Signature _____

I HAVE REVIEWED THIS DOCUMENT AND DISCUSSED THE CONTENTS WITH MY SUPERVISOR. MY SIGNATURE SIGNIFIES THAT I HAVE BEEN ADVISED OF MY PERFORMANCE STATUS AND A COPY OF THIS FORM IS ON FILE IN THE TECHNOLOGY CO-OP OFFICE FOR MY USE.

Student's Signature _____ P00 # _____ Date _____

Student's Comments: _____
