



Co-op Student Evaluation Form

**Engineering Co-op Program
University of Alberta**

Student's Name	<input type="text"/>	ID #	<input type="text"/>	Date	<input type="text"/>
Specialization	<input type="text"/>			Graduation Year	<input type="text"/>
Work Term #	<input type="text"/>	From (mm/yyyy)	<input type="text"/>	To (mm/yyyy)	<input type="text"/>
Employer	<input type="text"/>			City	<input type="text"/>
Evaluator	<input type="text"/>	Title/Department	<input type="text"/>		
Supervisor (if other than Evaluator)	<input type="text"/>	Title/Department	<input type="text"/>		

This form should be completed by the individual in the best position to evaluate the student's performance.

Each student will benefit from constructive criticism given by a supervisor on job performance. Please discuss this evaluation with the student who should also complete the designated section entitled "Student's Comments".

After completing this form return it to the Engineering Co-op Department before the last day of the work term.

Your assistance and cooperation is sincerely appreciated.

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Fax #: (780) 492-2732
Email: engineering.co-op@ualberta.ca

Coordinator

Interest in Work

- ☐ High interest in job. Very enthusiastic. Takes pride in doing work well.
- ☐ More than average amount of interest and enthusiasm for job.
- ☐ Satisfactory amount of interest and enthusiasm for job.
- ☐ Interest sporadic. Occasionally enthusiastic.
- ☐ Little interest or enthusiasm for job.

Initiative

- ☐ Self starter. Asks for new jobs. Looks for work to do. Does not waste time.
- ☐ Acts voluntarily in most matters.
- ☐ Acts voluntarily in routine matters.
- ☐ Relies on others. Must be told what to do frequently.
- ☐ Always waits to be told what to do next.

Organization and Planning

- ☐ Does an outstanding job of planning and organizing work and time.
- ☐ Above average at organizing work and time effectively.
- ☐ Does adequate amount of planning and organizing.
- ☐ More often than not fails to organize and plan work effectively.
- ☐ Consistently fails to organize and plan work effectively.

Ability to Learn

- ☐ Excellent, quickly.
- ☐ Above average, learns readily.
- ☐ Average, meets needs of job.
- ☐ Rather slow in understanding new information.
- ☐ Very slow in understanding new information.

Quality of Work

- ☐ Excellent, very thorough in performing work. Very few errors if any.
- ☐ Very good, thorough, few errors.
- ☐ Average, work usually passes review. Has normal number of errors.
- ☐ More than average number of errors for a student.
- ☐ Work usually done in careless manner. Often makes errors.

Quantity of Work

- ☐ Highly productive.
- ☐ More than expected amount of productivity.
- ☐ Expected amount of productivity.
- ☐ Less productive than expected.
- ☐ Very low productivity.

Creativity

- ☐ Continually seeks new and better ways of doing things; is extremely innovative.
- ☐ Above average; frequently suggests new ways of doing things; is very imaginative.
- ☐ Has average amount of imagination; has reasonable amount of new ideas.
- ☐ Occasionally comes up with a new idea.
- ☐ Rarely has a new idea; is not very imaginative.

Ability to Work Independently

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

Dependability

- ☐ Can be depended upon in any situation.
- ☐ Above average, can be depended upon in most situations.
- ☐ Can be depended upon in routine situations.
- ☐ Somewhat unreliable, needs above average checking.
- ☐ Unreliable.

Interpersonal Skills

- ☐ Always works in harmony with others.
- ☐ Congenial and helpful. Works well with associates.
- ☐ Most relations with others are harmonious under normal circumstances.
- ☐ Has some difficulty working with others, sometimes antagonizes others.
- ☐ Frequently quarrelsome; causes friction.

Ability to Work Within a Group

- ☐ An excellent worker. Contributes to group and relationships effectiveness.
- ☐ Seen as an asset in furthering co-operation and group harmony.
- ☐ Adequate; recognizes the value of suggestions of others; sometimes contributes ideas.
- ☐ Has some difficulty working with others, sometimes antagonizes others.
- ☐ Frequently quarrelsome; causes friction.
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Response to Supervision

- ☐ Expresses appreciation and takes prompt action on suggestions and criticism. Very open-minded and confident.
- ☐ Willingly accepts suggestions and criticism by supervisor.
- ☐ Accepts suggestions and criticism by supervisor in satisfactory manner.
- ☐ Reluctantly accepts suggestions and criticism by supervisor. Sometimes fails to recognize own limitations and needs to ask direction.
- ☐ Resents suggestions and criticism by supervisor or needs close supervision or has difficulty in accepting change.

Communication - Written

- ☐ Always clear, well organized, concise, readable with few errors.
- ☐ Above average clarity, organization and readability.
- ☐ Usually clear and concise.
- ☐ Satisfactory, occasionally encounters difficulty in writing clearly and concisely.
- ☐ Not clear to the extent that it causes confusion or interferes with the performance of work.

Communication - Verbal

- ☐ Always conveys information in a clear, well organized and easily understood manner.
- ☐ Above average ability to convey information clearly and concisely.
- ☐ Usually clear and concise.
- ☐ Satisfactory, occasionally encounters difficulty in speaking clearly and concisely.
- ☐ Not clear to the extent that it causes confusion or interferes with the performance of work.

Leadership Qualities

- ☐ Excellent, promotes enthusiasm, can direct others.
- ☐ Above average.
- ☐ Adequate.
- ☐ Poor, unable to organize and motivate the work of others.
- ☐ Unable to evaluate.

Adaptation to Formal Organizations, Rules and Policies (including safety guidelines)

- ☐ Excellent, adapted to and recognized formal organization structures, rules and policies.
- ☐ Above average.
- ☐ Adequate.
- ☐ Poor, refused to recognize formal procedures and rules.
- ☐ Unable to evaluate.

Attendance

- ☐ Regular ☐ Irregular

Punctuality

- ☐ Regular ☐ Irregular

Grooming

- ☐ Appropriate ☐ Inappropriate

Areas of Strength**Areas for Improvement**

Overall Performance

- ☐ Excellent ☐ Above Average ☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory

If student employment is available, do you:

Support the return of this student to your area next term? ☐ Yes ☐ No ☐ Return not recommended

Support the placement of this student in another student position with the company? ☐ Yes ☐ No ☐ NOT APPLICABLE (Student not returning)

Types of Work Assignments Completed:

Comments on Overall Performance:

Comment on the student as a potential candidate for permanent employment following graduation:

Student's Comments:

Supervisor's Signature

Date

Student's Signature

Date

The personal information requested on this form is collected under the authority of the Universities Act and section 32 (c) of the Alberta Freedom of Information and Protection of Privacy Act to administer the work term component of the Engineering Co-op Program, Faculty of Engineering, University of Alberta, and for academic, administrative, financial, funding, planning, and statistical purposes. Certain personal information may be made available to employers. For further information, contact: Assistant Director, Engineering Co-op Department.