

COOPERATIVE EDUCATION
EMPLOYER EVALUATION FORM
GORDON COLLEGE

Student Name: _____ Supervisor: _____

Company Name: _____ Work Period: _____

Please express your candid opinion of this student as a worker in your employ. This information will be utilized in the guidance, counseling and evaluation of the student.

1. **ATTITUDE** (appearance, outlook, courtesy, responsiveness, mood):

2. **PERSONALITY AND MATURITY** (friendliness, self-confidence, professionalism, sense of humor):

3. **COMMUNICATION SKILLS** (vocabulary, grammar, clarity, persuasiveness):

ORAL:

WRITTEN:

4. **MENTAL ALERTNESS AND ABILITY** (logic, discretion, inquiring mind, potential for growth):

5. **MOTIVATION AND DRIVE** (initiative, energy level):

6. **INTEREST** (enthusiasm, knowledge of profession):

7. **LEADERSHIP ABILITY** (desire to organize and direct, willingness to accept responsibilities):

8. OVERALL QUALITY OF WORK:

9. AREAS FOR FURTHER GROWTH:

10. GENERAL EVALUATION:

- Attendance and punctuality Excellent_____ Good_____ Fair_____
- Reliability Excellent_____ Good_____ Fair_____
- Peer/colleague relations Excellent_____ Good_____ Fair_____
- Relations with supervisor(s) Excellent_____ Good_____ Fair_____
- Understanding of position Excellent_____ Good_____ Fair_____
- Initiative Excellent_____ Good_____ Fair_____
- Overall job performance Excellent_____ Good_____ Fair_____

Please provide any additional comments concerning the Cooperative Education Program or the job performance of the student you supervised.

This report has been discussed with the student Yes_____ No_____

Supervisor's signature _____ Date _____

Please be aware that excerpts of this evaluation may be used in literature marketing the Cooperative Education Program. Thank you for your time in completing this form!



Please return to:

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