

UNIVERSITY OF MINNESOTA
MECHANICAL, ELECTRICAL, & COMPUTER ENGINEERING CO-OP PROGRAM

PERFORMANCE REVIEW
(To be completed by supervisor)

Name of Student: _____

Semester: _____

Company: _____

Course # _____

It is important that the M.E. Co-op have an accurate description and evaluation of students' progress. Therefore, we request that the immediate supervisor conduct an interview and return this form at the end of each work assignment. The following form is presented as an example—if you prefer to use your company's form please feel free to do so. Specific examples should be provided wherever possible.

Rating key:

5	Outstanding	Performance is, without question, superior, and all standards and objectives have been clearly exceeded. Co-op students whose performance puts them in the "outstanding" category serve as examples to their peers. Initiative and leadership are clearly exhibited.
4	Very Good	Performance is clearly and indisputably above average, with all of the standards and objectives having been met and a substantial number of the objectives having been exceeded.
3	Effective	Performance is totally acceptable, with all the standards and objectives having been met. Represents the level of performance expected from most co-op students.
2	Marginal	Performance is below the standards expected. Below average performance that lacks appropriate professional and personal attitudes and/or technical skills. Exhibits deficiencies that could prevent advancement unless corrected.
1	Unacceptable	Performance fails to meet minimum standards, and the co-op student should be reassigned or will be counseled out of the organization.

1. Interest and industry displayed in work assignments.

2. Accuracy, completeness and orderliness of work itself.

3. Ability to work with others.

4. Follows instructions, written or unwritten rules and policies.

5. Self-starting activity displayed in performance of duties.

6. Adaptability to changing conditions, reversals or new duties.

7. Degree to which ideas are constructive:

8. Punctuality in reporting for work.

9. Employee's greatest need for improvement:

10. Employee's strongest qualifications:

Supervisor: _____

Title: _____

Department: _____

Date: _____

If this form has been discussed with the student:

Co-op Student Signature: _____

Date: _____

Return to:

Engineering Co-op Office
1120 Mechanical Engineering
University of Minnesota
111 Church Street S.E.
Minneapolis, MN 55455
Email: co-op@me.umn.edu
Fax: 612-624-2010

Confidential For M.E. Co-op administrative review only
