

ALGONQUIN COLLEGE

Co-operative Education

Employer Evaluation of the Student

Student Name: _____

WorkTerm: _____ W S F
year

Program of Study: _____

Organization/Company: _____

Evaluation is a continuous process. Periodic feedback will make the student aware of strengths and weaknesses as they become apparent. This form must be completed by the student's immediate supervisor and will form the basis for discussing the student's work performance, personal characteristics and career plans. A discussion surrounding the student's work term objectives at the beginning, middle and towards the end of the term will facilitate the completion of this evaluation.

Please complete and review this evaluation with the Co-op student. Retain a copy for your files and return the original to the student. If it is not possible to review the evaluation with the student on-the-job, the College reserves the right to discuss the evaluation with the student upon his/her return to school.

ALGONQUIN COLLEGE STUDENT CO-OP WORK ASSESSMENT

<p>Interest in Work:</p> <ul style="list-style-type: none"> <input type="checkbox"/> High interest in job. Very enthusiastic. <input type="checkbox"/> More than average amount of interest and enthusiasm for job. <input type="checkbox"/> Satisfactory amount of interest and enthusiasm for job. <input type="checkbox"/> Interest spasmodic. Occasionally enthusiastic. <input type="checkbox"/> Little interest or enthusiasm for job. 	<p>Initiative:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Self-starter. Asks for new jobs. Looks for work to do. <input type="checkbox"/> Acts voluntarily in most matters. <input type="checkbox"/> Relies on others. Must be told frequently what to do. <input type="checkbox"/> Usually waits to be told what to do next.
<p>Planning and Organization:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Does an excellent job of planning and organizing work. <input type="checkbox"/> Usually organizes work well. <input type="checkbox"/> Does normal amount of planning and organizing. <input type="checkbox"/> More often than not fails to plan and organize effectively. <input type="checkbox"/> Consistently fails to plan and organize work effectively. 	<p>Ability to Learn:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exceptionally quick. <input type="checkbox"/> Quick to learn <input type="checkbox"/> Average <input type="checkbox"/> Slow to learn <input type="checkbox"/> Very slow to learn
<p>Quality of Work:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Very thorough in performing work. Makes very few errors if any. <input type="checkbox"/> Usually thorough. Good work. Few errors. <input type="checkbox"/> Work usually passes review. Has normal amount of errors. <input type="checkbox"/> More than average amount of errors for a trainee. <input type="checkbox"/> Work usually done in careless manner. Often makes errors. 	<p>Quantity of Work:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Highly productive in comparison to other students. <input type="checkbox"/> More than expected in comparison with other students. <input type="checkbox"/> Expected amount of productivity for students. <input type="checkbox"/> Less than expected in comparison with other students. <input type="checkbox"/> Very slow in comparison with other students.
<p>Judgement:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exceptionally good. Makes decisions based on thorough analysis of problems. <input type="checkbox"/> Uses good common sense. Usually makes good decisions. <input type="checkbox"/> Judgement usually good in routine situations. <input type="checkbox"/> Judgement often undependable. <input type="checkbox"/> Poor judgement. Jumps to conclusions without sufficient knowledge. 	<p>Dependability:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Can always be depended upon in any situation <input type="checkbox"/> Can usually be depended upon in most situations. <input type="checkbox"/> Can be depended upon in routine situations. <input type="checkbox"/> Somewhat unreliable. Needs above average checking. <input type="checkbox"/> Unreliable
<p>Relations with Others:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Always works in harmony with others. An excellent team worker. <input type="checkbox"/> Congenial and helpful. Works well with associates. <input type="checkbox"/> Most relations with others are harmonious under normal circumstances. <input type="checkbox"/> Difficult to work with at times. Sometimes antagonizes others. <input type="checkbox"/> Frequently quarrelsome and causes friction. 	<p>Creativity:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Continually seeks new and better ways of doing things: is extremely innovative. <input type="checkbox"/> Frequently suggests new ways of doing things: is very imaginative. <input type="checkbox"/> Has average amount of imagination. Has reasonable amount of new ideas. <input type="checkbox"/> Occasionally brings forward a new idea. <input type="checkbox"/> Rarely has a new idea.

Communication Skills:

Written Expression: Very Good Good Satisfactory Unsatisfactory
 Oral Expression: Very Good Good Satisfactory Unsatisfactory

Acceptance of Criticism & Suggestions:

Appreciative or Willing Resentful or Reluctant

Grooming:

Appropriate Inappropriate

Attendance:

Regular Irregular

Punctuality:

Regular Irregular

Major Strengths are:

- 1.
- 2.
- 3.

Areas for Improvement:

- 1.
- 2.
- 3.

Overall Performance:

Outstanding Very Good Average Marginal Unsatisfactory
 + A - + B - + C - + D - F

This evaluation has been discussed with the student.

Yes No

Would you consider hiring this Student in a similar type of responsibility/setting if available.

Yes No

Comments on Overall Performance:**Work Term Learning Objectives:**

I have reviewed with this Students their "Learning Objectives" and we both agree that these objectives have been achieved as a result of this work term placement.

 Supervisor

 Student

Rated by: _____

Date: ____/____/____
 yy / mm / dd

Title/Department: _____

 Supervisor Signature

 Student Signature

Date: ____/____/____
 yy / mm / dd

If you wish to comment on the program in general, or on the preparation of the student in particular, please feel free to do so.

“LEARNING OBJECTIVES”

Algonquin College prides itself on providing the highest educational standards for all of its programs. This holds true to all our Co-operative Education programs as well. Therefore, the “Learning Objectives” are critical to a successful on-the-job learning opportunity which support a student’s academic and career goals. We would greatly appreciate any additional comments relating the these “Learning Objectives”.