



**DISTRICT SCHOOL BOARD OF NIAGARA
CO-OPERATIVE EDUCATION PROGRAM**

STUDENT EVALUATION

Please rate the student on how he/she meets or exceeds the following criteria. Place N.A. on the appropriate line if the skill is not applicable in your particular placement. The rating should be in line with what you would expect of “entry level” workers in your organization.

Student's Name _____	Please return by: _____
Organization's Name _____	
Supervisor _____	Teacher _____

Evaluation out of 10	9 -10 Excellent	8 - 9 Very Good	7 - 8 Good	5 - 7 Satisfactory	Below 5 Needs Improvement
ACADEMIC SKILLS					
<u>Communicating:</u>					
Understands and speaks clearly	_____	_____	_____	_____	_____
Listens well to instructions	_____	_____	_____	_____	_____
Reads, comprehends and interprets well	_____	_____	_____	_____	_____
Writes effectively	_____	_____	_____	_____	_____
<u>Thinking:</u>					
Thinks critically and acts logically	_____	_____	_____	_____	_____
Accesses and applies specialized knowledge	_____	_____	_____	_____	_____
<u>Learning:</u>					
Shows a willingness to learn	_____	_____	_____	_____	_____
Shows a curiosity about new knowledge	_____	_____	_____	_____	_____
General Comments and Identification of any “Academic Skills” that need improvement:					Rating / 10

Evaluation out of 10	9 -10 Excellent	8 - 9 Very Good	7 - 8 Good	5 - 7 Satisfactory	Below 5 Needs Improvement
TEAM WORKING SKILLS					
<u>Working With Others</u>					
Understands and contributes to organization's goals	_____	_____	_____	_____	_____
Works well in group decision making	_____	_____	_____	_____	_____
Respects the thoughts and opinions of others in group	_____	_____	_____	_____	_____
Exercises “give and take” to achieve group results	_____	_____	_____	_____	_____
Shows leadership skills when appropriate	_____	_____	_____	_____	_____

General Comments and Identification of any "Team Working Skills" that need improvement:					Rating / 10
Evaluation out of 10	9 -10 Excellent	8 - 9 Very Good	7 - 8 Good	5 - 7 Satisfactory	Below 5 Needs Improvement
PERSONAL MANAGEMENT SKILLS <u>Positive Attitudes and Behaviours:</u> Demonstrates excellent attendance and punctuality Displays confidence and self-esteem Displays honesty, integrity and personal ethics Shows a positive attitude toward personal appearance and hygiene Shows initiative, energy and persistence to get the job done <u>Responsibility:</u> Follows required attendance procedures Is able to set goals and priorities Is able to plan and manage time and achieve goals Accepts full responsibility for own actions <u>Adaptability:</u> Accepts "changing situations" positively Adapts methods and techniques easily and willingly Shows creativity in suggesting new ideas to get job done					
General Comments and Identification of any "Personal Management Skills" that need improvement:					Rating / 10

Evaluation out of 10	9 -10 Excellent	8 - 9 Very Good	7 - 8 Good	5 - 7 Satisfactory	Below 5 Needs Improvement
PRODUCTIVITY SKILLS <u>Quality and Quantity of Work:</u> Produces assigned work free from errors Follows instructions in completing assigned tasks Shows perseverance in completing tasks Produces work within assigned time Uses technology, tools and information effectively Demonstrates appropriate safe work practices					
General Comments and Identification of any "Productivity Skills" that need improvement:					Rating / 10

Supervisor's Signature

Date

Student's Signature

This evaluation has been discussed with student:

Yes

No