

## COOPERATIVE EDUCATION PROGRAM PRE-FINAL 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 Name: _____      | Please Return by: _____ |
| Organization Name: _____ |                         |
| Supervisor: _____        | Teacher: _____          |

| <b>WORKS INDEPENDENTLY</b>                        | <b>Insufficient Achievement</b> | <b>Level 1 Passable</b>  | <b>Level 2 Moderate</b>  | <b>Level 3 High</b>      | <b>Level 4 Outstanding</b> |
|---|---------------------------------|--------------------------|--------------------------|--------------------------|----------------------------|
| • Accomplishes tasks independently.               | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| • Accepts responsibility for completing tasks.    | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| • Follows instructions.                           | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| • Completes assigned tasks on time and with care. | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| <b>COMMENTS:</b>                                  |                                 |                          |                          |                          |                            |

| <b>TEAM WORK SKILLS</b>  | <b>Insufficient Achievement</b> | <b>Level 1 Passable</b>  | <b>Level 2 Moderate</b>  | <b>Level 3 High</b>      | <b>Level 4 Outstanding</b> |
|--|---------------------------------|--------------------------|--------------------------|--------------------------|----------------------------|
| • Works willingly and cooperatively with others.                       | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| • Plans and makes decisions with others and supports the outcomes.     | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| • Shows respect for the ideas and opinions of others at the workplace. | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| • Takes responsibility for his/her share of the work to be done.       | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| • Contributes to the team approach as appropriate.                     | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| • Demonstrates leadership when appropriate.                            | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| • Listens attentively, without interrupting.                           | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| <b>COMMENTS:</b>   |                                 |                          |                          |                          |                            |

| <b>ORGANIZATION</b>  | <b>Insufficient Achievement</b> | <b>Level 1 Passable</b>  | <b>Level 2 Moderate</b>  | <b>Level 3 High</b>      | <b>Level 4 Outstanding</b> |
|--|---------------------------------|--------------------------|--------------------------|--------------------------|----------------------------|
| • Organizes work when faced with a number of tasks.              | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| • Follows specific steps to reach goals or to make improvements. | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| • Manages and uses time effectively and creatively.              | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| • Demonstrates ability to organize and manage information.       | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| • Sets goals and priorities in work and personal life.           | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| <b>COMMENTS:</b>   |                                 |                          |                          |                          |                            |

| <b>WORK HABITS</b>   | <b>Insufficient Achievement</b> | <b>Level 1 Passable</b>  | <b>Level 2 Moderate</b>  | <b>Level 3 High</b>      | <b>Level 4 Outstanding</b> |
|--|---------------------------------|--------------------------|--------------------------|--------------------------|----------------------------|
| • Dresses appropriately for the role (has good personal hygiene) | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| • Attends daily, is punctual, reports absences as required       | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| • Begins work promptly   | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| • Uses terminology of the workplace appropriately                | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| • Puts forth effort  | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| • Listens in order to understand and learn                       | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| • Demonstrates ability to solve problems                         | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| <b>COMMENTS:</b>   |                                 |                          |                          |                          |                            |

| <b>INITIATIVE</b>  | <b>Insufficient Achievement</b> | <b>Level 1 Passable</b>  | <b>Level 2 Moderate</b>  | <b>Level 3 High</b>      | <b>Level 4 Outstanding</b> |
|--|---------------------------------|--------------------------|--------------------------|--------------------------|----------------------------|
| • Requires little prompting to complete a task, displaying self-motivation and self-direction. | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| • Approaches new learning situations with confidence and a positive attitude.                  | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| • Attempts a variety of new learning/work activities.  | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| • Seeks assistance when necessary.   | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| <b>COMMENTS:</b>   |                                 |                          |                          |                          |                            |

| <b>PERSONAL MANAGEMENT</b>  | <b>Insufficient Achievement</b> | <b>Level 1 Passable</b>  | <b>Level 2 Moderate</b>  | <b>Level 3 High</b>      | <b>Level 4 Outstanding</b> |
|---|---------------------------------|--------------------------|--------------------------|--------------------------|----------------------------|
| • Student is respectful and maintains appropriate boundaries in relationships with other employees. | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| • Student leaves work area clean and well organized before leaving at the end of the shift.         | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| • Student completes work logs and submits them to the workplace supervisor in a timely fashion.     | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| <b>COMMENTS:</b>  |                                 |                          |                          |                          |                            |

Supervisor's Signature

Date

Student's Signature

This evaluation has been discussed with student  Yes  No