

## COOPERATIVE EDUCATION PROGRAM 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: _____

### PLEASE RATE THE STUDENT BASED ON THE CRITERIA LISTED BELOW

FUNDAMENTAL SKILLS	Insufficient Achievement	Level 1 Passable	Level 2 Moderate	Level 3 High	Level 4 Outstanding
<b>Communicating</b> <ul style="list-style-type: none"> <li>Speaks clearly.</li> <li>Listens well to instructions.</li> <li>Reads, comprehends and interprets well.</li> <li>Writes effectively.</li> <li>Asks questions for clarification.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Thinking and Solving Problems</b> <ul style="list-style-type: none"> <li>Thinks critically and acts logically.</li> <li>Uses creativity and innovation in exploring possible solutions.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<b>Learning</b> <ul style="list-style-type: none"> <li>Shows a willingness to learn.</li> <li>Shows a curiosity about new knowledge.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<b>COMMENTS:</b>					

TEAM WORK SKILLS	Insufficient Achievement	Level 1 Passable	Level 2 Moderate	Level 3 High	Level 4 Outstanding
<b>Working with Others</b> <ul style="list-style-type: none"> <li>Works well with others.</li> <li>Respects the thoughts and opinions of others in the group.</li> <li>Recognizes and respects people’s diversity.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>COMMENTS:</b>					

<b>PERSONAL MANAGEMENT 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>
<b>Attitudes and Behaviours</b>					
• Demonstrates excellent attendance and punctuality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Displays confidence and self-esteem.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Displays honesty, integrity and personal ethics.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Shows a positive attitude.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Shows initiative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Takes care of personal appearance and hygiene.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Responsibility</b>					
• Follows required attendance procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Accepts full responsibility for own actions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Sets goals and priorities balancing work and personal life.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Adaptability</b>					
• Works independently or as part of a team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Carries out multiple tasks or projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Learns from mistakes and accepts feedback.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMENTS:</b>					

<b>PRODUCTIVITY 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>
<b>Information Management</b>					
• Produces work free from errors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Follows instructions in completing tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Shows perseverance in completing tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Produces work within assigned time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Uses technology, tools and information effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Demonstrates appropriate safe work practices.	<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