

School Heading
School Address
Name of Cooperative Education Instructor

Cooperative Education Evaluation of Student Work Experience

Date _____ Student Name _____ Employer _____

Instructions: In each Category, record the rating that most closely describes the student's performance over the entire rating period.

Rating: 5 4 3 2 1

Description: Excellent Very Good Satisfactory Needs Improvement Unsatisfactory

Meets Expectations: Exceeds Always Usually Partially Does not

1. Work Attitudes (Motivation and energy for self-improvement, enthusiasm, pride in work, adaptability and willingness to learn)

Mature interest in training/job and desire to learn.	Shows interest in training & learning.	Has some interest in training/job.	Shows little interest in training/job.	Needs improvement in attitude towards training/job.
5	4	3	2	1

Rating: _____

2. Team Skills (Ability to get along with others, to use tact & courtesy, and to contribute to team efforts)

Goes the "extra mile" to help make a team successful.	Consistently courteous and helpful. Functions effectively as a member of a team.	Cooperative and courteous most of the time. Gets along well with others. Willing to support a team's efforts.	Occasionally reluctant to help. Inclined to be moody and tactless. Doesn't contribute to team effectiveness.	Difficult to work with. Uncooperative. Hinders team efforts.
5	4	3	2	1

Rating: _____

3. Dependability (Attendance, punctuality, conscientious, reliability in meeting commitments)

Never absent or late for work. Highly dependable and conscientious.	Seldom absent, very good attendance and punctuality. Can be counted on to meet commitments.	Occasionally absent. Usually prompt for work and returning from breaks. Generally reliable.	Improvement needed. Frequently late to work and/or returning from breaks or lunch. Marginally reliable.	Serious concern with attendance. Regularly late to work. Cannot be relied upon to meet commitments.
5	4	3	2	1

Rating: _____

4. Appearance/Dress (Appropriate hygiene, adheres to company policies and dress codes)

Always appropriately groomed and dressed in compliance with company policies.	Consistently neat and dressed appropriately.	Satisfactorily dressed and groomed to meet employer standards.	Sometimes neglectful of appearance and dress.	Needs to improve appearance and dress to meet employer standards.
5	4	3	2	1

Rating: _____

5. Interpersonal Communication Effectiveness (behavior, appropriate use of language, communication, and technology)

Excellent interaction with customers, coworkers and supervisors. Consistently interprets and follows instructions. Uses language and technology appropriately at all times. 5	Asks questions when needed, and generally follows instructions without difficulty. Uses technology (cell phones) and language according to standard business policy. 4	Has some difficulty communicating and following instructions. Occasionally uses inappropriate language. 3	Needs redirection or retraining in communication effectiveness. 2	Needs repeated and detailed redirection or reminders in appropriate use of communication. Needs to communicate and listen better. 1
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Rating: _____

6. Initiative (Is a self-starter and takes the lead to getting things done)

Demonstrates ability to go above job requirements. 5	Willing to meet obligations of the job. 4	Sometimes completes obligations of the job. 3	Seldom completes obligations of the job. 2	Needs to show more initiative on the job. 1
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Rating: _____

7. Job Knowledge (Skill level, knowledge and understanding of all phases of the job)

Knows and demonstrates policies of employer and work. 5	Understands policies of business. 4	Asks questions about the business. 3	Lacks clear knowledge of employer policies. 2	Needs to gain more knowledge of the business/policies. 1
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Rating: _____

8. Safety (Work habits and attitudes as they apply to working safely)

Always practices job safety rules. Keeps workspace safe and tidy. 5	Usually practices job safety rules. 4	Sometimes needs reminder of safety rules. 3	Ignores job safety rules. 2	Needs to learn and practice better safety habits. 1
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Rating: _____

9. Quality of work (How accurate, neat, error free and complete is the work?)

Consistently high quality work. Accurate and neat on both routine and more complex assignments. 5	Very accurate, careful, and neat. Seldom makes errors on routine assignments. 4	Work meets acceptable standards. Completes routine assignments with a minimum of errors. 3	Occasionally careless. Work needs checking and improvement. 2	Many errors. Sloppy and often incomplete performance of job. 1
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Rating: _____

10. Quantity of work (How much acceptable work is produced?)

Produces high volume of work. Typically asks for additional work and always strives to improve productivity 5	Consistently completes work on time with little or no supervision required 4	Satisfactory amount of work completed. Rarely fails to meet important deadlines. 3	Requires close supervision to complete assignments. 2	Always behind in work. Seldom meets deadlines. 1
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Rating: _____

Maine Dept. of Education/Cooperative Education requires employer verification that the student-trainee continues learning to meet industry level standards as outlined in the Cooperative Education Training Plan Agreement.				
Supervisor Signature _____			Date _____	

Supervisor's Comments: