

Employer's Evaluation of Student

Student Name _____ Employer _____
Faculty _____ Location _____
Work Term _____ to _____ Evaluator Name _____
(m/y) (m/y)

To the Supervisor:

Please arrange to have this form completed by the person in the best position to evaluate the student's performance and to discuss it with the student to obtain his/her written comments and signature. Distribute the copies as follows:

Four-month work term: Complete one evaluation near the end of the term, distributing one copy for your files, one to the student, and one to the Career Centre.

Eight-month work term: Complete two evaluations: at the end of the first 4-month period, and near the end of the work term. Retain copies for your files and provide copies to the student and the Career Centre.

Your co-operation in the evaluation process is greatly appreciated for its benefits to a student's personal and career development. As well, the University requires the completed evaluation form as part of the assessment process when granting credit for the work term. Thank you.

RATING SCALE

Excellent: Greatly exceeded the standard
Above Average: Exceeded the standard
Average: Met the standard
Below Average: Did not meet the standard
Unsatisfactory: Significantly below the standard
N/A: Not applicable or unable to assess

QUANTITY OF WORK

Amount of work completed

Excellent Above Average Average Below Average Unsatisfactory N/A

QUALITY OF WORK

Degree of quality in work such as attention to detail, technical proficiency, accuracy and thoroughness

Excellent Above Average Average Below Average Unsatisfactory N/A

PLANNING & ORGANIZING

Extent of planning, organizing and time management skills

Excellent Above Average Average Below Average Unsatisfactory N/A

LEARNING

Ability to assimilate, comprehend and apply new information

Excellent Above Average Average Below Average Unsatisfactory N/A

INITIATIVE

Amount of initiative in taking independent action and originating ideas

Excellent Above Average Average Below Average Unsatisfactory N/A

DEPENDABILITY

Extent to which student could be relied upon to work without close supervision

Excellent Above Average Average Below Average Unsatisfactory N/A

INTEREST IN WORK

Amount of enthusiasm and pride toward work assignments

Excellent Above Average Average Below Average Unsatisfactory N/A

PROBLEM SOLVING

Degree of problem solving abilities

Excellent Above Average Average Below Average Unsatisfactory N/A

WRITTEN COMMUNICATIONS

Level of writing skills

Excellent Above Average Average Below Average Unsatisfactory N/A

VERBAL COMMUNICATIONS

Level of listening and speaking skills

Excellent Above Average Average Below Average Unsatisfactory N/A

INTERPERSONAL RELATIONS

Ability to interact and work with others in effective manner

Excellent Above Average Average Below Average Unsatisfactory N/A

ADAPTATION TO ORGANIZATION

Response to supervision, standards and policies

Excellent Above Average Average Below Average Unsatisfactory N/A

EVALUATOR'S COMMENTS

Briefly summarize the performance and comment on the student's strengths and areas for improvement.

OVERALL PERFORMANCE RATING

Excellent Above Average Average Below Average Unsatisfactory

RECOMMENDED GRADE

Pass Fail

If employment were available in the future, would the student be considered for re-hire within the organization?

Yes No N/A

STUDENT'S COMMENTS

Briefly comment on the accomplishment of your work term goals and learning objectives.

This evaluation has been discussed with the student.

Yes

No

Evaluator Signature

Student Signature

Date