

# APPENDIX 5

## Sample Employer Assessment of Co-op Student

Please rate your student on the criteria below by placing a check in the appropriate box. The rating scale is as follows: **Level 4 – Excellent (80 – 100%)**, **Level 3 – Very Good (70 – 79%)**, **Level 2 – Good (60 – 69%)**, **Level 1 – Satisfactory (50 – 59%)**. If the skill is not applicable please use N/A.

**The rating should be consistent with the expectations of an entry-level employee in your organization.**

**Student Name:**

Please fax back -- Thank You!! ☺

**Organization:**

**Supervisor:**

**Evaluation:** 1 2 3

**Teacher:**

**Fax:**

<b><u>Knowledge Based Skills:</u></b>	<b>Level 4 Excellent (80 – 100)</b>	<b>Level 3 Very Good (70 – 79)</b>	<b>Level 2 Good (60 – 69)</b>	<b>Level 1 Satisfactory (50 – 59)</b>
<b>Practices good organization skills (K)</b>				
Identifies problems (K)				
Readily uses knowledge and skills (K)				
Follows instructions (K)				
Completes assigned work (K)				
Understands and follows safety policy (K)				
<b>EMPLOYER COMMENTS:</b>				
<b><u>Thinking/Inquiry Based Skills:</u></b>	<b>Level 4 Excellent</b>	<b>Level 3 Very Good</b>	<b>Level 2 Good</b>	<b>Level 1 Satisfactory</b>
<b>Shares in teamwork (T/I)</b>				
Manages and resolves conflicts (T/I)				
Contributes to group decision making (T/I)				
Willing to continuously learn and grow (T/I)				
Sets goals and priorities (T/I)				
Plans and manages time (T/I)				
<b>EMPLOYER COMMENTS:</b>				
<b><u>Communication Based Skills</u></b>	<b>Level 4 Excellent</b>	<b>Level 3 Very Good</b>	<b>Level 2 Good</b>	<b>Level 1 Satisfactory</b>
Understands and speaks clearly (C)				
Listens and asks questions (C)				
Reads, comprehends and interprets well (C)				
Writes effectively (C)				
Accepts and provides feedback (C)				
Respects other's thoughts and opinions (C)				
<b>EMPLOYER COMMENTS:</b>				

<b>Application Based Skills</b>	<b>Level 4 Excellent</b>	<b>Level 3 Very Good</b>	<b>Level 2 Good</b>	<b>Level 1 Satisfactory</b>
Shows interest, initiative and effort (A)				
Works well independently or as a part of a team (A)				
Practices safe work habits (A)				
Uses required personal protective equipment (A)				
Uses equipment safely (A)				
Selects and uses appropriate equipment (A)				
Produces quality work (A)				
Displays confidence (A)				
Follows attendance procedures (A)				
Takes care of personal health (A)				
Shows leadership when appropriate (A)				
Demonstrates excellent attendance (A)				
Exhibits punctuality (A)				
Accepts responsibility for actions (A)				
Acts with honesty and integrity (A)				
Adapts well to change (A)				
Innovative and resourceful (A)				
Learns from mistakes (A)				
Complies with dress code (A)				
Implements solutions (A)				
Applies mathematical concepts accurately (A)				
Shows creativity (A)				
<b>EMPLOYER COMMENTS:</b>				

I have reviewed the above evaluation with my Co-op student --  Yes  No

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date