



# Cooperative Education Employer Evaluation

Student \_\_\_\_\_

Supervisor \_\_\_\_\_

Program Major/Instructor \_\_\_\_\_

Agency/Company \_\_\_\_\_

Term \_\_\_\_\_

Address \_\_\_\_\_

Please Return This Evaluation To \_\_\_\_\_

On or Before \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Phone \_\_\_\_\_

OUTSTANDING  
VERY GOOD  
AVERAGE  
NEEDS IMPROVEMENT  
UNSATISFACTORY

## ATTITUDES TOWARD WORK

- ☐ ☐ ☐ ☐ ☐ Uses time effectively.  
☐ ☐ ☐ ☐ ☐ Keeps busy, looks for work to do.  
☐ ☐ ☐ ☐ ☐ Looks for ways to improve; is alert to new methods.  
☐ ☐ ☐ ☐ ☐ Practices businesslike habits.

## RELATIONS WITH OTHERS

- ☐ ☐ ☐ ☐ ☐ Cooperates with supervisors, is respectful.  
☐ ☐ ☐ ☐ ☐ Works well with others, shares in workload.  
☐ ☐ ☐ ☐ ☐ Accepts suggestions.  
☐ ☐ ☐ ☐ ☐ Is courteous and helpful with public/customers.

## APPEARANCE

- ☐ ☐ ☐ ☐ ☐ Dress appropriate for job setting.  
☐ ☐ ☐ ☐ ☐ Exhibits cleanliness, good hygiene.

## OVERALL PERFORMANCE:

- ☐ OUTSTANDING    ☐ VERY GOOD    ☐ AVERAGE    ☐ NEEDS IMPROVEMENT    ☐ UNSATISFACTORY

OUTSTANDING  
VERY GOOD  
AVERAGE  
NEEDS IMPROVEMENT  
UNSATISFACTORY

## JOB LEARNING/SKILL IMPROVEMENT

- ☐ ☐ ☐ ☐ ☐ Shows continual improvement and speed in completing work.  
☐ ☐ ☐ ☐ ☐ Can work independently.  
☐ ☐ ☐ ☐ ☐ Exhibits adequate knowledge learned in class to perform tasks.

## QUALITY OF WORK

- ☐ ☐ ☐ ☐ ☐ Uses care with equipment and materials.  
☐ ☐ ☐ ☐ ☐ Completes job in minimal time.  
☐ ☐ ☐ ☐ ☐ Able to follow and understand direction.  
☐ ☐ ☐ ☐ ☐ Is accurate and careful in work, will ask questions when needed.  
☐ ☐ ☐ ☐ ☐ Can adapt to working conditions, is flexible.

## ATTENDANCE

- ☐ ☐ ☐ ☐ ☐ Is on time to work, remains until required hours are completed.  
☐ ☐ ☐ ☐ ☐ Alerts supervisor if absent or late for work.  
☐ ☐ ☐ ☐ ☐ Plans ahead to re-arrange work schedule.

## Directions:

When completing this section of the evaluation, refer to the list of Learning Objectives the student was assigned for the term.

Did the student meet the objectives? \_\_\_\_\_

Did the student complete their required hours? ☐ Yes ☐ No

What are the student's strengths? \_\_\_\_\_

What areas of work does the student need to improve? \_\_\_\_\_

Would you recommend this student for employment in your own or another firm? \_\_\_\_\_

This evaluation has been completed comparing this student to:

- ☐ Other students    ☐ Other employees    ☐ What you feel this student is capable of doing    ☐ Other

Has this report been discussed with the student? ☐ Yes ☐ No

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Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Please retain a copy for your records.