



8117 Leesburg Pike, Suite 201
Vienna, Virginia 22182
Phone: +1 (571) 633-9651
Phone: +1 (571) 633-9652
Fax: +1 (703) 229-8265
coop@uona.us
www.uona.us

COOPERATIVE EDUCATION PROGRAM STUDENT EVALUATION

Student Name: _____

Student ID: _____

Company Name: _____

Year: _____ Check a Term: Jan. / Mar. Apr. / June July / Sept. Oct. / Dec.

The appraisal process is an integral part of the student's personal, academic and professional development. Thank you for taking the time to assess the job performance and provide constructive criticism to the student. It is very much appreciated.

PART 1 - SPECIFIC PERFORMANCE MEASUREMENTS

	Poor	Below Average	Satisfactory	Above Average	Excellent
	1	2	3	4	5
1. Personal Initiative					
2. Planning & Organizing Skills					
3. Goal Setting					
4. Quality of work completed					
5. Quantity of work completed					
6. Prior Learning Integration					
7. Personal Judgment					
8. Problem Solving Skills					
9. Dependability					
10. Interpersonal Skills					
11. Response to Supervision					
12. Written Communication Skills					
13. Oral Communication Skills					
14. Leadership Skills					
15. Adaptation to Corporate Culture					

PART 2 – PERFORMANCE COMMENTARY

1. Has the employee satisfied the job objectives established for the term?

2. Identify the strengths of the employee.

3. Identify those areas the employee needs to improve.

4. Are there any other concerns or issues that you believe need to be clarified?

PART 3 – OVERALL PERFORMANCE

- Exceeded expectations

- Met expectations

- Did not meet expectations

PART 4 – SIGNATURES

Company Name: _____

Contact Name: _____

Company Address: _____

Phone number: _____

Student Name (Print): _____

Student Signature & Date: _____

Supervisor Name (Print): _____

Supervisor Signature & Date: _____

Note: Please send the original evaluation to the Co-op Director at the University of North America, retain a copy for your records and give the student a copy.