

Employer's Evaluation of Co-operative Education Student

Dear Employer: Please complete this form and return it to the co-op student prior to the final day of the work term. If preferred, the form may be faxed from the company directly to the respective Academic Department as outlined below. **A student who does not submit an evaluation within 30 days of the completion of the work term will not receive credit.**

FOR BUSINESS TECHNOLOGY STUDENTS (BTM) ONLY:

Employer Evaluation must be given directly to student to submit with the work term report. Faxed copies are not acceptable.

FOR CHEMICAL ENGINEERING STUDENTS (CHNG) ONLY:

Please provide the evaluation in a sealed and signed envelope.

Architectural Science: To: Associate Professor Vincent Hui Department of Architectural Science – ARC-374 350 Victoria Street, Toronto, ON M5B 2K3 Phone: (416) 979-5000 ext.2894 Fax: (416) 979-5353	Biology Students: To: Dr. Kimberley Gilbride Department of Chemistry and Biology – KHN-212 350 Victoria Street, Toronto, ON M5B 2K3 Phone: (416) 979-5153 Fax: (416) 979-5044
Business Technology Management Students: To: Professor Ray Moss Ted Rogers School of Information Technology Management – 8 th Floor, TRS-2-004 Phone: (416) 979-5316	Chemical Engineering Students: To: Dr. Ginette Turcotte Department of Chemical Engineering–KHN- 241D 350 Victoria Street, Toronto, ON M5B 2K3 Phone: (416) 979-5157 Fax: (416) 979-5083
Chemistry Students: To: Dr. Andrew McWilliams Department of Chemistry and Biology – KHN-212 350 Victoria Street, Toronto, ON M5B 2K3 Phone: (416) 979-5153 Fax: (416) 979-5044	Contemporary Science Students: To: Dr. Andrew Laursen Department of Chemistry and Biology–KHE 124-C 350 Victoria Street, Toronto, ON M5B 2K3 Phone: (416) 979-4102 Fax: (416) 979-5330
Computer Science Students: To: Dr. Isaac Woungang School of Computer Science 350 Victoria Street, Toronto, ON M5B 2K3 Phone: (416) 979 - 5063 Fax: (416) 979-5064	Mathematics Students: To: Dr. Pablo Olivares Department of Mathematics – ENG 215 350 Victoria Street, Toronto, ON M5B 2K3 Phone: (416) 979-5079 Fax: (416) 598-5917
Medical Physics Students: To: Dr. Catherine Beauchemin Department of Physics – KHE-329-G 350 Victoria Street, Toronto, ON M5B 2K3 Phone: (416) 979-2508 Fax: (416) 979-5343	Occupational and Public Health Students: To: Professor Brian Clarence School of Occupational and Public Health, POD– 249 350 Victoria Street, Toronto, ON M5B 2K3 Phone: (416) 979-5154 Fax: (416) 979-5377

Employer's Evaluation of Co-operative Education Student

To be filled in by the Student

Student Name:

Student ID:

Program:

WORK TERM(S) to which this evaluation applies:

YEAR

☐ Jan.-Apr.

☐ May-Aug.

☐ Sept.-Dec.

To be filled in by the Employer

Date:

Supervisor:

Organization:

Address:

Phone:

Fax:

To the Employer and Supervisor of Co-operative Education Students

This form should be completed by the person in the best position to evaluate the student's training, work and attitude. We strongly encourage the person doing the evaluation to discuss it with the student for the student's personal and career development.

Interest in Work				
<input type="checkbox"/> High Interest. Very enthusiastic. Takes pride in doing work well.	<input type="checkbox"/> More than average amount of interest and enthusiasm.	<input type="checkbox"/> Satisfactory amount of interest and enthusiasm.	<input type="checkbox"/> Interest spasmodic. Occasionally enthusiastic.	<input type="checkbox"/> Little interest or enthusiasm shown.
Initiative				
<input type="checkbox"/> Self-starter. Asks for additional work.	<input type="checkbox"/> Displays initiative consistently.	<input type="checkbox"/> Acts voluntarily in routine situations.	<input type="checkbox"/> Relies on others. Must be told frequently what to do.	<input type="checkbox"/> Lacks initiative. Waits to be told what to do next.
Planning and Organizing				
<input type="checkbox"/> Does an outstanding job of planning and organizing work and time.	<input type="checkbox"/> Plans and organizes work and time very effectively.	<input type="checkbox"/> Does normal amount of planning and organizing.	<input type="checkbox"/> More often than not fails to plan and organize work and time effectively.	<input type="checkbox"/> Consistently fails to plan and organize work and time effectively.
Ability to Learn				
<input type="checkbox"/> Excellent.	<input type="checkbox"/> Above average.	<input type="checkbox"/> Average.	<input type="checkbox"/> Below average.	<input type="checkbox"/> Slow.
Quality of Work				
<input type="checkbox"/> Excellent; very few errors.	<input type="checkbox"/> Good; few errors.	<input type="checkbox"/> Satisfactory; has normal number of errors.	<input type="checkbox"/> Marginal; more than average number of errors.	<input type="checkbox"/> Unsatisfactory; frequent errors.
Creativity				
<input type="checkbox"/> Continually offers new ideas; extremely imaginative.	<input type="checkbox"/> Frequently offers new ideas; imaginative.	<input type="checkbox"/> Has average imagination and a reasonable number of new ideas.	<input type="checkbox"/> Rarely offers new ideas; limited imagination.	<input type="checkbox"/> Appears unimaginative.
Judgement				
<input type="checkbox"/> Decisions always based on thorough analysis of the situation.	<input type="checkbox"/> Usually makes good decisions.	<input type="checkbox"/> Decisions are satisfactory in routine situations.	<input type="checkbox"/> Decisions often based on inadequate analysis of the situation.	<input type="checkbox"/> Decisions are not usually dependable.
Technical Skills				
<input type="checkbox"/> Excellent.	<input type="checkbox"/> Above average.	<input type="checkbox"/> Average.	<input type="checkbox"/> Below average.	<input type="checkbox"/> Unsatisfactory.
Problem Solving Skills				
<input type="checkbox"/> Highly adept and innovative.	<input type="checkbox"/> Adept at solving problems.	<input type="checkbox"/> Satisfactory problem solving abilities.	<input type="checkbox"/> Exhibits marginal problem solving abilities.	<input type="checkbox"/> Exhibits inadequate problem solving abilities.

Dependability				
<input type="checkbox"/> Reliable in any situation.	<input type="checkbox"/> Reliable in most situations.	<input type="checkbox"/> Reliable in routine situations.	<input type="checkbox"/> Somewhat unreliable; frequently needs supervision.	<input type="checkbox"/> Unreliable; requires close supervision.
Interpersonal Behaviour				
<input type="checkbox"/> Always works in harmony with others. An excellent team worker. Contributes to group relationships and effectiveness.	<input type="checkbox"/> Congenial and helpful. Works well with associates. Seen as an asset in furthering co-operation and group harmony.	<input type="checkbox"/> Relations with others are harmonious under normal circumstances.	<input type="checkbox"/> Sometimes antagonizes others. Tends to be uncommunicative.	<input type="checkbox"/> Frequently quarrelsome, causes friction. Uncommunicative and withdrawn to the point of having an adverse effect on group.
Response to Supervision				
<input type="checkbox"/> Responds maturely, positively and promptly to suggestions and criticism from supervisor. Very open-minded.	<input type="checkbox"/> Accepts suggestions and criticism from supervisor willingly.	<input type="checkbox"/> Accepts suggestions and criticism from supervisor in satisfactory manner.	<input type="checkbox"/> Accepts suggestions and criticism from supervisor reluctantly.	<input type="checkbox"/> Often responds negatively to suggestions and criticism from supervisor.
Communication- Written				
<input type="checkbox"/> Exceptionally clear, well organized and concise.	<input type="checkbox"/> Clear, organized and concise.	<input type="checkbox"/> Satisfactory writing skills.	<input type="checkbox"/> Sometimes encounters difficulty in writing clearly and concisely.	<input type="checkbox"/> Inadequate writing skills.
Communication- Verbal				
<input type="checkbox"/> Exceptional verbal expression; clear, well organized and easily understood.	<input type="checkbox"/> Clear and understandable.	<input type="checkbox"/> Satisfactory verbal skill.	<input type="checkbox"/> Sometimes encounters difficulty in speaking clearly and concisely.	<input type="checkbox"/> Inadequate verbal skill.
Leadership Qualities				
<input type="checkbox"/> Excellent ability to motive and direct others.	<input type="checkbox"/> Good.	<input type="checkbox"/> Satisfactory.	<input type="checkbox"/> Marginal.	<input type="checkbox"/> Presently lacks ability to motivate and direct others.
Adaptation to Formal Organization, Rules and Policies				
<input type="checkbox"/> Fully adaptable to recognized organizational structural, rules and policies.	<input type="checkbox"/> Good adaptation to recognized organizational structures, rules and policies.	<input type="checkbox"/> Satisfactory adaptation to recognized organizational structures, rules and policies.	<input type="checkbox"/> Sometimes had difficulty adapting to recognized organizational structures, rules and policies.	<input type="checkbox"/> Adapts poorly to recognized organizational structures, rules and policies.

ATTENDANCE: <input type="checkbox"/> Regular <input type="checkbox"/> Irregular	PUNCTUALITY: <input type="checkbox"/> Regular <input type="checkbox"/> Irregular
MAJOR STRENGTHS ARE: 1. _____ 2. _____ 3. _____ 4. _____	AREAS FOR IMPROVEMENT: 1. _____ 2. _____ 3. _____ 4. _____

OVERALL PERFORMANCE:

Excellent <input type="checkbox"/>	Very Good <input type="checkbox"/>	Good <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>	Fail <input type="checkbox"/>
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This evaluation has been discussed with the student: <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you wish to have this student return next work term if employment is available? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Rated By	Title/Department	Date	Signature
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Comments on overall performance (if more space is required, please use back page)

If you wish to comment on the program in general, or on the preparation of the student in particular, please feel free to attach additional pages to this evaluation. Your observations are welcome.