

CO-OPERATIVE EDUCATION EMPLOYER EVALUATION FORM

Step 1: Student Information (Student to Complete):

Student Name:
Start / End Date of Work Term:

Program Details (click your program):

Culinary Management ☐ Hospitality Management ☐

Step 2: Co-op Employer Evaluation (Employer to Complete):

Instructions to Employers: Please complete this evaluation form and return it to our student or alternatively to Sault College staff at studentjobcentre@saultcollege.ca. This evaluation is part of the student’s requirements for co-op, and is assessed for workplace performance, skills and knowledge displayed during the work term. The evaluation is part of the student’s overall co-op grade. Your support of Sault College and Co-operative Education is sincerely appreciated.

Please evaluate the student during their co-op work term as it relates to:

Attitude and Behaviour			
<input type="checkbox"/> High interest / Enthusiastic	<input type="checkbox"/> Average interest and enthusiasm	<input type="checkbox"/> Little interest and enthusiasm	<input type="checkbox"/> No interest and enthusiasm
Initiative			
<input type="checkbox"/> Self-starter, seeks work	<input type="checkbox"/> Good worker	<input type="checkbox"/> Satisfactory, needs some urging	<input type="checkbox"/> Dependent, needs guidance frequently
Quality of Work			
<input type="checkbox"/> Very thorough, few errors, if any	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Marginal	<input type="checkbox"/> Unsatisfactory
Dependability			
<input type="checkbox"/> Can always be depended on	<input type="checkbox"/> Above average	<input type="checkbox"/> Usually dependable routine situations	<input type="checkbox"/> Unreliable
Problem Solving / Decision Making Skills			
<input type="checkbox"/> Above average in making decisions	<input type="checkbox"/> Usually makes the right decisions	<input type="checkbox"/> Occasionally makes wrong decisions	<input type="checkbox"/> Often uses poor judgment
Suggestions / Criticism			
<input type="checkbox"/> Appreciative, acts promptly	<input type="checkbox"/> Usually accepts criticism well	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
Technical Proficiency			
<input type="checkbox"/> Better than expected	<input type="checkbox"/> As expected	<input type="checkbox"/> Less than expected	
Hospitality Uniform / Personal Grooming			
<input type="checkbox"/> Follows hospitality dress code at all times	<input type="checkbox"/> Needs occasional reminders	<input type="checkbox"/> Shows little or no regard for dress code	
Relations with Others			
<input type="checkbox"/> Is polite and cooperative with others	<input type="checkbox"/> Somewhat cooperative	<input type="checkbox"/> Unsatisfactory	
Team Work			
<input type="checkbox"/> Consistently contributes to the team	<input type="checkbox"/> Occasionally contributes to the team	<input type="checkbox"/> Not a team player	

Communication Skills – Written Expression

☐ Very Good
 ☐ Satisfactory
 ☐ Unsatisfactory

Communication Skills – Verbal Expression

☐ Very Good
 ☐ Satisfactory
 ☐ Unsatisfactory

Attendance

☐ Regular
 ☐ Absent on occasion
 ☐ Frequently absent

Punctuality

☐ Always on time
 ☐ Occasionally late
 ☐ Frequently late

Safety Awareness

☐ Uses tools and equipment safely and effectively
 ☐ Uses unsafe work practices

Overall Performance – Please check the box that best reflects the student’s performance:

Consistently Outstanding	Outstanding	Consistently Above Average	Satisfactory Achievement	Unsatisfactory	Dismissed by Employer
A+	A	B	C	D	F
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
100-90%	89-80%	79-70%	69-60%	<60%	0

Student Comments: _____

Employer Contact Information:

Full Name of Supervisor: _____

Employer’s / Supervisor’s Signature: _____