

Cooperative Education Supervisor's Evaluation Report

Please complete this form, sign, date and mail to: Julie Greene, Director, Career Services and Cooperative Education, CT State Manchester, Great Path, MS #8, P.O. Box 1046, Manchester, CT 06045-1046 | Email: julie.greene@ctstate.edu | Phone: 860-512-3372 | Fax: 860-512-3371

GENERAL INFORMATION

Site Name		Date
Supervisor's Name	Title	
Student's Name	Student Title	

EVALUATION OF CO-OP STUDENT'S WORK EXPERIENCE

Please select only one in each category.

Relations with Others

- ☐ Exceptionally well-accepted
- ☐ Works well with others
- ☐ Gets along satisfactorily
- ☐ Has some difficulty working with others
- ☐ Works very poorly with others
- ☐ Unable to evaluate

Attitude – Application to Work

- ☐ Outstanding in enthusiasm
- ☐ Very interested and industrious
- ☐ Average diligence
- ☐ Somewhat indifferent
- ☐ Definitely not interested
- ☐ Unable to evaluate

Judgment

- ☐ Exceptionally mature
- ☐ Above average in making decisions
- ☐ Usually makes the right decision
- ☐ Often uses poor judgment
- ☐ Consistently uses poor judgment
- ☐ Unable to evaluate

Dependability

- ☐ Completely dependable
- ☐ Above average dependability
- ☐ Usually dependable
- ☐ Sometimes neglectful or careless
- ☐ Unreliable
- ☐ Unable to evaluate

Ability to Learn

- ☐ Learns very quickly
- ☐ Learns readily (works with minimal supervision)
- ☐ Average in learning
- ☐ Rather slow to learn
- ☐ Very slow to learn
- ☐ Unable to evaluate

Quality of Work

- ☐ Excellent
- ☐ Very Good
- ☐ Average
- ☐ Below Average
- ☐ Very poor
- ☐ Unable to evaluate

Serves Clients/Customers

- ☐ Extremely attuned to needs of clients
- ☐ Very supportive, enthusiastic
- ☐ Satisfactory
- ☐ Poor
- ☐ Inconsistent; sometimes not attentive to needs of client
- ☐ Unable to evaluate

Works with Diversity

- ☐ Excellent awareness and respect for cultural differences
- ☐ Recognition of standards other than his/her own
- ☐ Needs improvement
- ☐ Demonstrates lack of willingness to accept others different from self
- ☐ Unable to evaluate

Negotiating Ability/Problem Solving

- ☐ Excellent use of resources, ability to reach consensus
- ☐ Clearly identifies problems and solutions
- ☐ Listens and provides support
- ☐ Unable to independently resolve conflict
- ☐ Unable to evaluate

Punctuality

- ☐ Regular
- ☐ Irregular

Attendance

- ☐ Regular
- ☐ Irregular

Performance

- ☐ Outstanding performance; substantially exceeded expectations
- ☐ Exceeded expectations and performance standards
- ☐ Met all performance standards
- ☐ Met some performance standards, but did not meet expectations
- ☐ Performance substantially below normal expectations and standards

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Please indicate any particular strengths and/or weaknesses you feel this student possesses.

Please describe what you feel the student has learned during this experience, and what personal or professional growth he/she has demonstrated.

Please make any comments regarding the work experience/co-op program at Manchester you feel are appropriate.

If there was a position available, would you consider hiring this student as a full-time employee upon graduation? ☐ Yes ☐ No

If yes, did you offer this student full-time employment? ☐ Yes ☐ No

Or did you offer this student part-time employment? ☐ Yes ☐ No

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

Please select all that apply:

☐ The co-op student/intern will remain with us for the next semester

☐ I will need a co-op student/intern for the next semester

☐ Please call me to discuss future co-op and intern opportunities

☐ I know of someone else who would like information about the program:

Contact name:

Company name:

Phone:

Email:

REQUIRED

Supervisor Signature and Title

Date