

# 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: [jgreene@manchestercc.edu](mailto:jgreene@manchestercc.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

# Cooperative Education **Supervisor's Evaluation Report** (page 2)

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's Signature and Title

Date