Supervisor’s Evaluation Report on Work Experience Student

Site Name: ______________________  Date: __________________________

Supervisor Name:  __________________  Title: __________________

Student’s Name: ___________________  Student Title: __________________

Please Rate the Student According To The Following:

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 in 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/Customer
___ Extremely attuned to needs of clients
___ Very supportive, enthusiastic
___ Satisfactory
___ Poor
___ Inconsistent, sometimes not attentive to needs
___ of clients
___ 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

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

OVER
Please check the performance category which best describes the student's overall 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: _____

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 MCC 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____
This report has been discussed with the student: Yes____No____
__ 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 someone else who would like information about this program:

___________________________ __________________________
Signature/Title Date

**Please return this form via e-mail to ddrouin@manchestercc.edu, fax or by mail**

Cooperative Education Office
Manchester Community College, Great Path, MS#8, P.O. Box 1046
Manchester, CT 06045-1046
Fax: (860) 512-3371 Phone: (860) 512-3312
www.manchestercc.edu/coop

Revised 06/23/2016