

Semester: _____

Student: _____ Employer: _____
 Major: _____ Student ID: _____ Address: _____
 Work Term: _____ Graduation Date: _____ Title: _____
 Supervisor: _____

Please provide comments in the appropriate box based on the student's job performance

Confidence Drive Self-Motivation Enthusiasm Attitude	
Verbal Skills Listening Skills Human Relations Persuasiveness Team Player	
Technical Skills Conceptual Skills Organizational Skills Comprehension Perception	

Attendance:	Regular	Irregular	Punctuality:	Regular	Irregular
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Briefly describe the responsibilities of the department where the student was assigned:

Briefly describe the work assigned to the student:

Does this student appear to be making satisfactory progress:

What recommendations would you make for this student to increase his/her value to your organization and to the chosen profession in general:

What weaknesses or specific areas could use improvement:

Describe the anticipated work assignment for this student's subsequent work period:

GENERAL PERFORMANCE APPRAISAL

INSTRUCTION: The immediate supervisor should complete this evaluation. On a scale of one to five, please rate the student's performance in the following categories. The performance should be based on the performance of other students at a comparable academic level and with similar job related responsibilities.

1 – Outstanding 2 – Above Average 3 – Satisfactory 4 – Below Average 5 – Unsatisfactory

PERFORMANCE FACTORS	1	2	3	4	5	COMMENTS
QUALITY OF WORK Accurate, neat and thorough relative to work assigned.						
ATTITUDE Enthusiastic, cooperates, shows interest, eager to learn and is a team player.						
PRODUCTIVITY Accomplishes an acceptable amount of work in a reasonable length of time.						
JOB KNOWLEDGE Possesses the practical and technical knowledge and skills required on the job.						
INITIATIVE Works with minimum supervision, and seeks out additional responsibilities.						
DEPENDABILITY Reliable, prompt, trustworthy; meets obligations and follow directions.						
CREATIVITY Proposes ideas, seeks new and better ways to perform, assumes new duties.						
INTERPERSONAL RELATIONSHIP Cooperates, works and communicates well with co-workers and with supervisors.						
JUDGMENT Demonstrates proper judgment and decision making skills when needed.						
SAFETY AWARENESS Aware of safety procedure and hazards, appropriately cautious, assesses risks.						
Overall Rating (office use)						

Overall Performance:
(Indicate with an "X")

Outstanding	+ Very Good -	+ Average -	+ Marginal -	Unsatisfactory

Please review the results of this evaluations with the co-op employee and return the original to the students or mail it to:

Lloyd Ford, Coordinator
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Morgantown, WV 26506-6101