

Employer Evaluation Form

Student Name:	Program:
Company:	Supervisor:
Start Date:	End Date:

Supervisor guideline for completion: Please complete and discuss this evaluation form with the student. Return this completed form to the student for submission as it is required for completion of their co-op requirements.

Terms of Reference

Essential Employability Skills: Use this chart to complete the following questions/evaluation. All Ontario College graduates must be able to reliably demonstrate these skills to achieve an Ontario College credential in addition to the general education requirement and learning outcomes of specific programs.

Technical Skills: Specialized abilities and knowledge required to perform specific tasks, solve problems, or operate within a particular field or industry. These skills are usually practical and measurable, and they are often acquired through education, training, or hands-on experience.

Essential Employability Skills Chart	
Communication	
Reading	Writing (emails/reports)
Speaking (in-person/phone)	Listening
Presenting	
Numeracy	
Analyzing and using numerical data	Understanding and applying mathematical concepts and reasoning
Critical Thinking & Problem Solving	
Identify a problem or question (Analysing)	Gather and review information (Synthesising)
Examine information gathered (Evaluating)	Decision Making
Creative and innovative thinking	
Information Management	
Selecting and using appropriate tools and technology for a task or a project (Computer literacy)	Locate, select, organize, and document information using appropriate technology and information systems (Gathering and managing information)
Research, analyze, evaluate, and apply relevant information from a variety of sources (Internet skills)	
Interpersonal	
Teamwork/Collaboration	Relationship management
Conflict resolution	Leadership
Networking	
Personal	
Managing Self	Managing change and being flexible and adaptable
Engaging in reflective practices	Demonstrating personal responsibility

*<https://www.ontario.ca/page/essential-employability-skills>

Based on the essential employability skills list above, and considering the student's technical skills, please provide the strengths your student has demonstrated throughout this co-op work term. Provide examples of how they have demonstrated these skills.

As the term nears completion, based on your observations, are there any areas for further development? How might the student continue to grow these skills beyond the work term?

Do you have any additional comments on the student's overall performance during their co-op work term?

Did you review this completed form with the student? **Yes/No**

ENTER TOTAL NUMBER OF HOURS THIS STUDENT HAS WORKED THROUGHOUT THE TERM

Please Note: Students may be required to provide proof of employment hours (copy of last pay advice or copy of Record of Employment or a letter from Human Resources or Payroll, on company letterhead) IF requested by NC Career Services.

Supervisor Name: _____

Supervisor Signature: _____

Date: _____

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