

EMPLOYER EVALUATION/CONFIRMATION OF HOURS

Note to Employer: Please complete and discuss the evaluation with the student and return the form to the student. Thank You!


Co-op Student Name:	Co-op Program Name:
Company Name:	Date:
<p>ATTITUDE</p> <p><input type="checkbox"/> High interest in job. Very enthusiastic.</p> <p><input type="checkbox"/> More than average interest and enthusiasm for the job.</p> <p><input type="checkbox"/> Satisfactory amount of interest and enthusiasm for the job.</p> <p><input type="checkbox"/> Occasionally enthusiastic.</p> <p><input type="checkbox"/> Little interest or enthusiasm for the job.</p> <p>INITIATIVE</p> <p><input type="checkbox"/> Self-starter; seeks additional work.</p> <p><input type="checkbox"/> Acts voluntarily in most matters.</p> <p><input type="checkbox"/> Acts voluntarily in routine matters.</p> <p><input type="checkbox"/> Relies on others. Must be told what to do frequently.</p> <p><input type="checkbox"/> Always waits to be told what to do next.</p> <p>ORGANIZATION AND PLANNING</p> <p><input type="checkbox"/> Does an outstanding job of planning and organizing work.</p> <p><input type="checkbox"/> Usually organizes work adequately.</p> <p><input type="checkbox"/> Does normal amount of planning and organizing.</p> <p><input type="checkbox"/> Frequently fails to organize and plan work effectively.</p> <p><input type="checkbox"/> Consistently fails to organize and plan work effectively.</p> <p>ABILITY TO LEARN</p> <p><input type="checkbox"/> Excellent.</p> <p><input type="checkbox"/> Above average.</p> <p><input type="checkbox"/> Average.</p> <p><input type="checkbox"/> Below average.</p> <p><input type="checkbox"/> Poor.</p> <p>QUALITY OF WORK</p> <p><input type="checkbox"/> Completes work thoroughly with very few errors.</p> <p><input type="checkbox"/> Good work that is usually thorough with few errors.</p> <p><input type="checkbox"/> Work usually passes review with a normal amount of errors.</p> <p><input type="checkbox"/> More than average amount of errors for work performed.</p> <p><input type="checkbox"/> Work performed carelessly with frequent errors.</p> <p>QUANTITY OF WORK</p> <p><input type="checkbox"/> Highly exceeds performance expectations of the position.</p> <p><input type="checkbox"/> Exceeds performance expectations of the position.</p> <p><input type="checkbox"/> Meets performance expectations of the position.</p> <p><input type="checkbox"/> Moderately meets performance expectations of the position.</p> <p><input type="checkbox"/> Fails to meet performance expectations of the position.</p>	<p>JUDGMENT</p> <p><input type="checkbox"/> Very good. Decisions based on complete analysis of problem.</p> <p><input type="checkbox"/> Uses good common sense. Usually makes good decisions.</p> <p><input type="checkbox"/> Judgment satisfactory in routine situations.</p> <p><input type="checkbox"/> Judgment often undependable.</p> <p><input type="checkbox"/> Poor judgment resulting in unreliable decisions.</p> <p>DEPENDABILITY</p> <p><input type="checkbox"/> Reliable in any situation.</p> <p><input type="checkbox"/> Reliable in most situations.</p> <p><input type="checkbox"/> Reliable in routine situations.</p> <p><input type="checkbox"/> Somewhat unreliable; frequently needs supervision</p> <p><input type="checkbox"/> Unreliable; requires close supervision</p> <p>RELATIONSHIP WITH STAFF</p> <p><input type="checkbox"/> Always works well with others. Excellent team worker.</p> <p><input type="checkbox"/> Congenial, helpful. Works well with associates.</p> <p><input type="checkbox"/> Relations with others are good under normal circumstances.</p> <p><input type="checkbox"/> Difficult to work with at times; difficulties with co-workers.</p> <p><input type="checkbox"/> Argumentative and causes friction amongst co-workers.</p> <p>RESPONSE TO SUPERVISION</p> <p><input type="checkbox"/> Expresses appreciation and takes prompt action on suggestions.</p> <p><input type="checkbox"/> Willingly accepts suggestions and criticism by supervisor.</p> <p><input type="checkbox"/> Accepts suggestions and criticism in satisfactory manner.</p> <p><input type="checkbox"/> Reluctantly accepts suggestions and criticism by supervisor.</p> <p><input type="checkbox"/> Responds negatively to suggestions and criticism by supervisor.</p> <p>COMMUNICATION SKILLS</p> <p>Oral <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not applicable</p> <p>Written <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not applicable</p> <p>GROOMING</p> <p><input type="checkbox"/> Appropriate <input type="checkbox"/> Inappropriate</p> <p>ATTENDANCE</p> <p><input type="checkbox"/> Regular <input type="checkbox"/> Irregular</p> <p>PUNCTUALITY</p> <p><input type="checkbox"/> Regular <input type="checkbox"/> Irregular</p> <p>OVERALL PERFORMANCE</p> <p style="text-align: center;"> <input type="checkbox"/> Excellent <input type="checkbox"/> Above average <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unsatisfactory </p>

STUDENT'S STRENGTHS

AREAS FOR DEVELOPMENT

SUGGESTIONS FOR PROGRAM IMPROVEMENT

The following section **MUST** be completed and signed by the employer or supervisor:

 ENTER TOTAL NUMBER OF HOURS THIS STUDENT WORKED THROUGHOUT THE TERM

Please note: Students may be required to provide proof of employment hours IF requested by the Co-op Department.

Has the evaluation been discussed with the student? Yes No

SUPERVISOR'S NAME:

SUPERVISOR'S SIGNATURE:

DATE:

Thank you for supporting Niagara College's Co-operative Education programs.

Career Services

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