



EMPLOYER EVALUATION FORM

The Purpose of CSU's Internship/Co-op Program is to extend a student's education beyond the academic curriculum by providing field experiences that include opportunities for applied learning in environments related to the student's goals for career development.

The person who supervises the student on assignment assumes an important role in the student's learning experience by providing feedback to the individual on their performance level with specific suggestions for personal and professional growth. In this way the Site Supervisor, the Cooperative Education Coordinator and the academic program form an effective co-counsel in assisting the student to reach their professional objectives. To support this relationship, we suggest the Site Supervisor share the results of this assessment with the student.

Name of Student Being Assessed: _____

Company Name: _____

Site Supervisor's Name _____ Phone # _____

Location of Assignment: _____
Street *City* *State* *Zip*

Department/Division: _____

Dates of Assignment: From _____ To _____

Please describe the essential functions and duties of the student's assignment with your organization

Rate of Pay at Beginning of Period _____

Latest Change in rate of pay was from \$ _____ to \$ _____ effective as of _____ (date)

For the individual student being evaluated, please give each statement a numerical value based upon the following:

EVALUATE INTERN/CO-OP PERFORMANCE

- 5 Outstanding:
- 4 Above Average:
- 3 Average:
- 2 Need for Improvement that merits attention:
- 1 Significant need for improvement that needs to be discussed with student:
- N Statement does not apply or is not appropriate to the position or level of functioning expected of the student:

General Work-Ready Assessment:

1. Specific job/ industry knowledge	5 4 3 2 1 N
2. Other office skills (email, computer, phone, etc)	5 4 3 2 1 N
3. Is appropriate in dress and grooming	5 4 3 2 1 N
4. Is conscientious in maintaining work schedule, hours and starting time	5 4 3 2 1 N
5. Is able to work within a group effort	5 4 3 2 1 N

Communication Skills:

- | | | | | | | |
|---|---|---|---|---|---|---|
| 1. Demonstrate oral communication skills required for the job | 5 | 4 | 3 | 2 | 1 | N |
| 2. Write clearly and concisely | 5 | 4 | 3 | 2 | 1 | N |
| 3. Willing to speak up, communicate information and ask questions | 5 | 4 | 3 | 2 | 1 | N |
| 4. Listen to feedback and work to improve | 5 | 4 | 3 | 2 | 1 | N |

Problem-Solving/Decision-Making Skills:

- | | | | | | | |
|--|---|---|---|---|---|---|
| 1. Analyze situations and take appropriate action | 5 | 4 | 3 | 2 | 1 | N |
| 2. Offer creative solutions to problems | 5 | 4 | 3 | 2 | 1 | N |
| 3. Collect and analyze information relevant to completing a task and establish a course of action within the given timeframe | 5 | 4 | 3 | 2 | 1 | N |
| 4. Resolve problems in an appropriate timeframe | 5 | 4 | 3 | 2 | 1 | N |

Teamwork:

- | | | | | | | |
|---|---|---|---|---|---|---|
| 1. Establish rapport and credibility among team members | 5 | 4 | 3 | 2 | 1 | N |
| 2. Share information and resources with others | 5 | 4 | 3 | 2 | 1 | N |
| 3. Assist and cooperate with co-workers | 5 | 4 | 3 | 2 | 1 | N |
| 4. Demonstrate willingness to put forth extra time and effort | 5 | 4 | 3 | 2 | 1 | N |
| 5. Assume appropriate leadership role(s) | 5 | 4 | 3 | 2 | 1 | N |

Self-management :

- | | | | | | | |
|---|---|---|---|---|---|---|
| 1. Produce high-quality, accurate work | 5 | 4 | 3 | 2 | 1 | N |
| 2. Seek new strategies when current approach is not effective | 5 | 4 | 3 | 2 | 1 | N |
| 3. Display good judgment and establish priorities | 5 | 4 | 3 | 2 | 1 | N |
| 4. Use time efficiently | 5 | 4 | 3 | 2 | 1 | N |
| 5. Demonstrate ethical behavior | 5 | 4 | 3 | 2 | 1 | N |
| 6. Arrive on time and maintain agreed-upon hours | 5 | 4 | 3 | 2 | 1 | N |

Initiative:

- | | | | | | | |
|--|---|---|---|---|---|---|
| 1. Seek opportunities to learn | 5 | 4 | 3 | 2 | 1 | N |
| 2. Take initiative to get a job done, even if not specifically told to do so | 5 | 4 | 3 | 2 | 1 | N |
| 3. Act decisively on critical issues | 5 | 4 | 3 | 2 | 1 | N |
| 4. Overcome obstacles and problems | 5 | 4 | 3 | 2 | 1 | N |
| 5. Set and communicate goals; follow up with results | 5 | 4 | 3 | 2 | 1 | N |

Technical skills:

- | | | | | | | |
|--|---|---|---|---|---|---|
| 1. Possess the technical skills required for this position | 5 | 4 | 3 | 2 | 1 | N |
| 2. Willing to learn new skills and enhance existing technical skills | 5 | 4 | 3 | 2 | 1 | N |
| 3. Use appropriate technology for tasks | 5 | 4 | 3 | 2 | 1 | N |
| 4. Use technology to perform effectively | 5 | 4 | 3 | 2 | 1 | N |

Overall Performance:

- Outstanding
 Above Average
 Average
 Below Average
 Unsatisfactory

Comments:

CURRICULUM SUGGESTIONS: Please share suggestions for curriculum (Software currently being used in industry, Theory, Methods,etc.)

This assessment has been discussed with the student: **Yes** **No**

Student's Signature: _____

Employer's Signature: _____

CONFIDENTIALITY OF INFORMATION:

***This evaluation constitutes a confidential assessment that will be used for counseling purposes only and will thereafter become part of the student's confidential permanent record.**

