

Undergraduate Co-op / Internship Program: Employer / Supervisor Evaluation of Student

Undergraduate Cooperative Education / Internship Program ♦ Career Services ♦ Virginia Tech
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Student _____ Major _____ Work Term _____
(fall, spring or summer + year)

Employer _____ Location _____

<p>Attitude Toward Work</p> <ul style="list-style-type: none"> <input type="checkbox"/> Outstanding interest <input type="checkbox"/> Very interested <input type="checkbox"/> Average interest <input type="checkbox"/> Somewhat indifferent <input type="checkbox"/> Not interested 	<p>Verbal Communication</p> <ul style="list-style-type: none"> <input type="checkbox"/> Excellent <input type="checkbox"/> Very good <input type="checkbox"/> Average <input type="checkbox"/> Below average <input type="checkbox"/> Very poor 	<p>Initiative</p> <ul style="list-style-type: none"> <input type="checkbox"/> Self-starter <input type="checkbox"/> Acts voluntarily in most matters <input type="checkbox"/> Acts voluntarily in routine matters <input type="checkbox"/> Frequently told what to do <input type="checkbox"/> Always told what to do
<p>Quality of Work</p> <ul style="list-style-type: none"> <input type="checkbox"/> Excellent <input type="checkbox"/> Very good <input type="checkbox"/> Average <input type="checkbox"/> Below average <input type="checkbox"/> Very poor 	<p>Judgment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exceptionally mature <input type="checkbox"/> Above average in making decisions <input type="checkbox"/> Usually makes the right decision <input type="checkbox"/> Often uses poor judgment <input type="checkbox"/> Consistently uses poor judgment 	<p>Productivity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Highly productive <input type="checkbox"/> Above average in productivity <input type="checkbox"/> Expected amount of productivity <input type="checkbox"/> Less than expected <input type="checkbox"/> Low productivity
<p>Written Communication</p> <ul style="list-style-type: none"> <input type="checkbox"/> Excellent <input type="checkbox"/> Very good <input type="checkbox"/> Average <input type="checkbox"/> Below average <input type="checkbox"/> Very poor 	<p>Dependability</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completely dependable <input type="checkbox"/> Above average in dependability <input type="checkbox"/> Usually dependable <input type="checkbox"/> Sometimes neglectful or careless <input type="checkbox"/> Unreliable 	<p>Interpersonal Skills</p> <ul style="list-style-type: none"> <input type="checkbox"/> Always works well with others <input type="checkbox"/> Often works well with others <input type="checkbox"/> Usually works well with others <input type="checkbox"/> Sometimes antagonizes others <input type="checkbox"/> Frequently quarrelsome

Attendance: Regular Irregular **Punctuality:** Regular Irregular

Overall Performance: Outstanding Very Good Average Marginal Unsatisfactory

Describe the student's areas of strength:

Describe the student's areas that need improvement:

Comment on the student's ability to attain learning objectives:

This report has been discussed with the student: Yes No

Supervisor's PRINTED name and title: _____

Supervisor's e-mail address: _____

Supervisor's Signature: _____ Date: _____

Student's Signature: _____ Date: _____