Please note: EVALUATION MUST BE COMPLETED BEFORE A GRADE CAN BE GIVEN.

This evaluation has been completed, comparing this student to:
- Other students
- A typical entry-level worker
- A typical full-time, regular employee
- Other _______________________

Please evaluate your student-employee on their work performance. Please discuss your expectations with the student upon first beginning the job and indicate their status for each trait at the end of the internship. Constructive feedback and an honest evaluation helps students develop key skills necessary to succeed in their chosen career field.

<table>
<thead>
<tr>
<th>Directions: Please check the column which best applies to the student.</th>
<th>Exceeds Expectations (Always demonstrates this ability)</th>
<th>Above Average (Usually demonstrates this ability)</th>
<th>Average (Meets minimum requirements, Demonstrates ability when necessary)</th>
<th>Needs Improvement (Seldom demonstrates this ability/below expectations)</th>
<th>Unsatisfactory (Never demonstrates this ability. Does not meet expectations)</th>
<th>Not Observed or Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Punctual: Arrives to work on time.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attendance: Attends work regularly.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meets work deadlines.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clean, well-groomed and appropriately dressed for work environment. (uniform if required)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interested in learning: takes advantage of opportunities to learn.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accepts responsibility for actions.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Displays professional manner.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Behaves in an ethical manner; displays good integrity and values.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Cooperative Education Supervisor Evaluation

(Continued)

Directions: Please check the column which best applies to the student.

<table>
<thead>
<tr>
<th>Exceeds Expectations</th>
<th>Above Average</th>
<th>Average</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
<th>Not Observed or Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Always demonstrates this ability)</td>
<td>(Usually demonstrates this ability)</td>
<td>(Meets minimum requirements. Demonstrates ability when necessary)</td>
<td>(Seldom demonstrates this ability/below expectations)</td>
<td>(Never demonstrates this ability. Does not meet expectations)</td>
<td></td>
</tr>
</tbody>
</table>

### HUMAN RELATIONS

- Accepts direction, follows rules and is respectful to supervisors.
- Works well in a team, respects diversity.
- Courteous and helpful to customers; handles conflicts well.

### QUALITY OF WORK

- Accurate and attentive to detail.
- Performs good quality work.
- Adapts well to dynamic and changing conditions.
- Responds well under pressure.
- Careful with equipment & materials.

### SKILLS IMPROVEMENT

- Problem solving skills.
- Demonstrates good basic skills needed for this position.
- Displays understanding of the technology of this position.

### WORK SAFETY

- Uses tools & equipment safely and efficiently. Follows correct methods and procedures.

### OVERALL PERFORMANCE RATING

Performance Rating
Thank you for completing the Student Evaluation form. Skagit Valley College would appreciate your feedback on our Co-op Ed Program by answering the following questions:

1. What desirable qualities does this student demonstrate?

2. What additional skills, course work or experience would you recommend to increase this student’s success potential in this type of work?

3. What do you think this student learned from this work experience?

4. How well did Skagit Valley College prepare this student for this work experience?

5. Would you be willing to provide this student with a positive job reference?  
☐ YES  ☐ NO

6. Would you be willing to host another Cooperative Education or Work Study student at your business? ___________ Why, or why not?

7. Are there any questions, comments or recommendations you have that can help us improve our cooperative education program?

______________________________  ___________________________________
Signature of Work Site Supervisor               Signature of Student
________________________________________  _______________________________________________
Date             Date

Thank you for your time and support of Skagit Valley College students. Please call the Cooperative Education Coordinator, (360) 416-7684, with any questions or comments.

Skagit Valley College is an equal opportunity and affirmative action employer and provides a drug-free environment for our faculty, staff and students. We are committed to providing a workplace in which all individuals can achieve success in a climate of equality and to enhance the diversity of our faculty, staff and students.

REV 6/06