

Dear Employer,

The evaluation process is integral to a student's career development and participation in the Co-operative Education Program. Your assistance in evaluating the student's performance and learning helps to:

- Encourage growth
- Strengthen abilities
- Increase confidence
- Allow for constructive feedback

Please take the time to complete this form, and discuss the evaluation with the student, prior to the end of the co-op work term.

Please retain a copy of this document for student and employer files and return this completed form to the StFX Co-op Office.

Thank you for your assistance.

Co-op Program Staff

If the performance evaluation is submitted by email, it must be sent by the supervisor or hiring manager.

Student Name: _____

Student's Job Title: _____

Supervisor's Name: _____

Company: _____

Term: Jan- Apr May – Aug. Sep – Dec Year: _____

StFX Co-op Education Program

Email: co-op@stfx.ca | Fax: 902-867-5255

Mail: Co-op Education Program, St. Francis Xavier University PO Box 5000 Antigonish, NS B2G 2W5

Please rate the student's ability in the following categories. Use "NA" if the skill is not applicable to the student. If the student receives a rating of "no performance/development" for a category, comments outlining the rationale are required. Use additional space as needed.

No Performance/ Development (NP)	Developing Performance (DP)	Good Performance (GP)	Very Good Performance (VGP)
The student has not demonstrated development, has not embraced strategies that would support development, did not meet performance expectations with respect to output, quality standards, delivery of goals and/or assignments.	The student requires further development and support to meet the performance expectations with respect to output, quality standards, delivery of goals and/or assignments.	The student met and, in some instances, exceeded the performance expectations in respect to output, quality standards, and delivery of goals and/or assignments.	The student consistently exceeded the performance expectations and demonstrated the ability to take on broader, responsibilities that would normally be reserved for a staff member working in a regular permanent role (non-co-op).

Interest in Work: <i>commitment and takes pride in accomplishments.</i>	NP	DP	GP	VGP	NA
Comments:					
Organization and Planning Skills: <i>organizes and plans work</i>	NP	DP	GP	VGP	NA
Comments:					
Quality of Work: <i>accuracy, attention to detail, thoroughness, timelines, and etc.</i>	NP	DP	GP	VGP	NA
Comments:					
Productivity: <i>quantity of work in relation to expectations</i>	NP	DP	GP	VGP	NA
Comments:					
Problem Solving: <i>analyze problems or procedures, evaluate alternatives, and select the best course of action</i>	NP	DP	GP	VGP	NA
Comments:					
Ability to work with others/team: <i>contributes positively to group dynamics</i>	NP	DP	GP	VGP	NA
Comments:					
Dependability: <i>conducts his or herself in the working environment.</i>	NP	DP	GP	VGP	NA
Comments:					

Response to Supervision: <i>responds to direction and constructive criticism</i>	NP	DP	GP	VGP	NA
Comments:					
Resourcefulness: <i>develops innovative solutions and displays flexibility in unique or demanding circumstances</i>	NP	DP	GP	VGP	NA
Comments:					
Ethical Behavior: <i>demonstrates integrity and ethics in work and relationships.</i>	NP	DP	GP	VGP	NA
Comments:					
Appreciation of Diversity: <i>shows understanding and sensitivity to needs and differences of others (i.e. ethnicity, religion, language, etc.)</i>	NP	DP	GP	VGP	NA
Comments:					
Written Communication: <i>demonstrates effective written abilities (email, and etc.)</i>	NP	DP	GP	VGP	NA
Comments:					
Oral Communication: <i>demonstrates effective verbal communication (presentations, telephone, and etc.)</i>	NP	DP	GP	VGP	NA
Comments:					
Listening Skills: <i>conveys, and receives ideas, information, and direction</i>	NP	DP	GP	VGP	NA
Comments:					
Ability to Learn: <i>takes and applies concepts to duties or assignments</i>	NP	DP	GP	VGP	NA
Comments:					

Attendance: Irregular Regular

Punctuality: Irregular Regular

Has the student been given feedback on his/her performance during this work term? Yes No

a) Has the student made an effort to improve in the areas noted? Yes No

b) Has the student made progress in areas noted? Yes No

Overall Performance Evaluation

- Very Good** (exceeded job requirements in one or more key areas)
- Good** (met all job requirements)
- Satisfactory** (needs improvement identified in one / more key areas)
- Marginal** (needs improvement in many key areas)
- Unsatisfactory** (did not meet job requirements). For this level, your written comments are required in addition to a brief summary of the actions taken by you and the student to rectify the issue. If the student is going to receive an Unsatisfactory evaluation, contact the Co-op Office BEFORE completing this evaluation with the student).

- Excellent**
(Exceptional performance or unique contribution. This rating is reserved **for only those few students who have distinguished themselves** by their unique contribution or exceptional performance. Your **written comments are required** in order to register the rating of Excellent. Comments can be added below)

Comments on Overall Performance Evaluation

Student's Comments

Comment on your overall performance including your ability to achieve learning objectives and your future employment expectations

Please retain a copy for student and employer files and return completed form to:

Email: Co-op@stfx.ca Fax: 1-902-867-5255 Mail: PO Box 5000 Antigonish, NS B2G 2W5

<hr/> Supervisor's Name (Print)	<hr/> Signature	<hr/> Date
<hr/> Student's Name(Print)	<hr/> Signature	<hr/> Date
<hr/> Co-op Staff	<hr/> Signature	<hr/> Date

Thank you for your assistance. Your participation and support of our program is sincerely appreciated.