

Student Name (Please enter first and last name): _____

Supervisor Name (Please enter first and last name): _____

TEAM SKILLS

In regards to **OVERALL PERFORMANCE**, to what extent do you agree with the following statements:

| | Strongly Disagree | Disagree | Neither Agree Nor Disagree | Agree | Strongly Agree | Cannot Assess |
|---|-----------------------|-----------------------|----------------------------|-----------------------|-----------------------|-----------------------|
| Works well as part of a team or work group | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Seeks information from others in his/her work group | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Appropriately responds to the needs of others in his/her work group | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

INTERPERSONAL EFFECTIVENESS

In regards to **OVERALL PERFORMANCE**, to what extent do you agree with the following statements:

| | Strongly Disagree | Disagree | Neither Agree Nor Disagree | Agree | Strongly Agree | Cannot Assess |
|--|-----------------------|-----------------------|----------------------------|-----------------------|-----------------------|-----------------------|
| It is easy to interact with this person | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Is able to communicate effectively with others | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Is easily able to develop good rapport with most people | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Has developed necessary connections with people to aid in achieving work goals | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Is effective at developing connections with others on a professional level | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

INTERPERSONAL EFFECTIVENESS

In regards to **OVERALL PERFORMANCE**, to what extent do you agree with the following statements:

| | Strongly Disagree | Disagree | Neither Agree Nor Disagree | Agree | Strongly Agree | Cannot Assess |
|--|-----------------------|-----------------------|----------------------------|-----------------------|-----------------------|-----------------------|
| Is good at using connections and networks to get things done at work | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Seems to be sincere in what he/she says and does | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Seems genuinely interested in getting to know others | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Seems particularly good at understanding other people's perspectives and motivations | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Seems to have good intuition or savvy about how to present himself/herself to others | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Bases decisions on thorough analysis of problem | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Is effective in motivating others | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

JOB SKILLS

In regards to **OVERALL PERFORMANCE**, to what extent do you agree with the following statements:

| | Strongly Disagree | Disagree | Neither Agree Nor Disagree | Agree | Strongly Agree | Cannot Assess |
|---|-----------------------|-----------------------|----------------------------|-----------------------|-----------------------|-----------------------|
| Has excellent attendance & punctuality | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Meets deadlines | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Displays enthusiasm for work | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Exhibits flexibility | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Displays initiative | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Provides excellent client service (internal/external) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Exhibits excellent listening skills | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Effectively utilizes feedback to improve his/her work | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

JOB SKILLS

In regards to **OVERALL PERFORMANCE**, to what extent do you agree with the following statements:

| | Strongly Disagree | Disagree | Neither Agree Nor Disagree | Agree | Strongly Agree | Cannot Assess |
|--|-----------------------|-----------------------|----------------------------|-----------------------|-----------------------|-----------------------|
| Accepts constructive criticism well | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Keeps others informed of progress in relation to work tasks | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Exhibits highly effective writing skills | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Displays highly effective analytical skills | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Exhibits highly effective investigative skills | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Is innovative & creative in his/her thinking | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Exhibits excellent organization & planning | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Possesses excellent computer skills | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Possesses excellent industry/role specific technical skills | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Displays effective ability to learn new tasks | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Completes assigned duties | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Performs essential duties in a highly effective manner | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Exceeds expectations in fulfilling performance requirements of the job | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Please list 3 Strengths of the student:

- 1.
- 2.
- 3.

Please list 3 Development Areas that the student can improve on:

- 1.
- 2.
- 3.

What 3 soft skills are key for a student to be successful in this role?

- 1.
- 2.
- 3.

What 3 technical skills are key for a student to be successful in this role?

- 1.
- 2.
- 3.

OVERALL PERFORMANCE EVALUATION:

- Outstanding (exceptional performance or unique contribution)
- Excellent (exceeded job requirements in all areas)
- Very Good (exceeded job requirements in one or more key areas)
- Good (met all job requirements)
- Satisfactory (need for improvement identified in one more key areas)
- Marginal (needs improvement in many key areas)
- Unsatisfactory (did not meet job requirements)

ADDITIONAL QUESTIONS:

| | Yes | No |
|--|-----------------------|-----------------------|
| May we use your comments on the Co-op program's promotional materials? | <input type="radio"/> | <input type="radio"/> |
| Would you support the return of this student to your organization? | <input type="radio"/> | <input type="radio"/> |
| Would you like to repost this position for another term? | <input type="radio"/> | <input type="radio"/> |
| | | |

Please indicate which term(s) you would like to repost this position?

- Winter
- Summer
- Fall