**Cooperative Education Evaluation From**

**(For job supervisor)**

**Job No.** 🞏🞏-🞏-🞏🞏-🞏🞏🞏🞏

**Instruction**

1. This evaluation form must be evaluated by job supervisor only.

2. Please evaluate all 18 items in this evaluation form.

3. Please put your score in a box 🞏, and put your comments in the provided space if any.

4. please seal the document tightly and stamp with "confidential" of sending book to co-op education.

General Information

1. Student’s information

Student Name : ……………………(Last Name) ………..…………… Student ID: …………..………..…….

Major: ……………………………………………Faculty/ college: ………..………………………………..

2. Mentor/ Job Supervisor’s information / Evaluator

Name of Organization: …………………………………………………………………….……………………..

First Name: …………………………………………….. (Last Name) ……………………..……………………

Division/Department: …….…………………………………………………………….….….……….…………

Position: …………………………………….…….……….……………………………………………………..

**Work Achievement**

1. Quantity of work:

20 points

Student was able to complete the assigned tasks within the provided time.

20 points

1. Quality of work:

The tasks performed or produced by the student was complete, neat, satisfied

in time without any troubles and problems

10 points

1. Academic Ability:

The student has adequate academic knowledge to fulfill the assigned tasks.

10 points

1. Ability to learn and apply knowledge:

The student is willing to learn new things, and able to apply knowledge successfully.

1. Practical ability:

10 points

Student is able to apply knowledge to be used in a real working environment.

10 points

1. Judgment and decision making:

Student had good decision making skills, and ability to solve problems effectively.

10 points

1. Management and planning:

Student had organizational skills. He/ She can plan, organized, and met his/her goals.

1. Communication Skills:

10 points

Student can communicate clearly and understandable.

With no confusion when working.

1. Development of foreign language and culture:

10 points

Student can is able to make progress in the assigned tasks in regards to the job description.

10 points

1. Suitability for job position/ practice:

Student can improve himself/herself in regards to job position description appropriately.

10 points

1. Responsibility and dependability:

Student was responsible for accomplishment his/her tasks. He/She can work

independently without or with little supervision.

10 points

1. Interest in working:

Student was enthusiastic, active, and showed a great interest in working.

10 points

1. Initiative of self-starter:

Student was pro-active, helpful, initiative, and wastes no time.

1. Response to supervision:

10 points

The student had responsed to supervision promptly and actively. He/She shows a great

determination to help.

**Personality**

10 points

1. Personality:

Student had dressing appropriately, behaved well and politely. He/She was modest

and punctual.

10 points

1. Interpersonal skills:

Student has good interpersonal skills. He/She can work well with others.

10 points

10 points

1. Discipline and adaptability to formal organization:

Student strictly followed the organization’s rules and regulations.

1. Ethics and Morality:

Student was honest and sacrifice. He/She was willing to help others.

**Please give comments on the student (Job supervisor only)**

|  |  |
| --- | --- |
| Student’s Strength | Suggestions for Improvement |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| The student employment is useful for your organization or not? 🞏 Yes 🞏 No  Once this student graduates, will you be interested to offer him/her a job? 🞏 Yes 🞏 No | |

Other comments: ……………………………………………………………………………………………………………………

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Evaluator’s Signature ……………………………………..

Co-op Staff Only

Total Scores = ………………………

(…………………….…………………)

Position ………………………..…………………………..

Date ………………………..………………………………