



Communicates ideas and concepts clearly in writing

Listens to others in an active and attentive manner

Effectively participates in meetings or group settings

Demonstrates effective verbal communication skills

Demonstrates assertive but appropriate behavior

5. *Comments:*

6. **Social Responsibility and Ethics** - *Student shapes the world to improve the lives of everyone around him/her.\**

	1	2	3	4	5	N/A
Brings a sense of values and integrity to the job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Behaves in an ethical manner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Respects the diversity (religious/cultural/ethnic) of co-workers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accepts responsibility for mistakes and learns from experiences	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supports and contributes to a team atmosphere	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. *Comments:*

8. **Creative Thinking & Problem Solving Skills** - *Student evaluates ideas and evidence rationally to produce and implement solutions.\**

	1	2	3	4	5	N/A
Breaks down complex tasks/problems into manageable pieces	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Brainstorms/develops options and ideas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates an analytical capacity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Manages and resolves conflict in an effective manner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

9. *Comments:*

10. **Quantitative Literacy** - *Student is skilled in the forms and varieties of numerical analysis.\**



Fits in with the norms and expectations of the organization

Works within appropriate authority and decision-making channels

17. *Comments:*

18. **Industry-Specific Skills**

What technical skills or competencies do you feel are important to the profession or career-field (represented by your organization) that have not been previously listed in this evaluation?

**Please list these skills below and assess the co-op student accordingly.**

	Skill Description	Rating (1-5)
Skill 1	<input type="text"/>	<input type="text"/>
Skill 2	<input type="text"/>	<input type="text"/>
Skill 3	<input type="text"/>	<input type="text"/>

19. *Comments:*

20. **Would you consider this individual for future employment?\***

- Yes, without reservation
- Yes, with reservation (please explain below)
- No (please explain below)
- Undecided at this time

21. *Comments:*

22. **Overall Performance (select one):\***

- 1 = Unsatisfactory (does not perform required tasks; requires constant supervision)
- 2 = Needs improvement (performance leaves room for improvement)
- 3 = Acceptable (often demonstrates ability and fulfills the position requirements)
- 4 = Commendable (consistently performs above the expectations)
- 5 = Exceptional (overall outstanding performance that exceeds expectations)

23. *Comments:*

24. **This assessment was reviewed with the student on:\***

25. **E-Signature:\***

Evaluator Name:

Title:

Phone Number:

Date:

Student Sample Only