# FINAL STUDENT EVALUATION

**Student:** _______________________________  
**Organization:** ____________________________________

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Unsatisfactory (Never demonstrates this ability/does not meet expectations; “F”)</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Needs Improvement (Seldom demonstrates this ability/rarely meets expectations; “D”)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Acceptable (Often demonstrates this ability/usually meets expectations ; “C”)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Commendable (Usually demonstrates this ability/often exceeds expectations; “B”)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Exceptional (Always demonstrates this ability/consistently exceeds expectations; “A”)</td>
<td></td>
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</tbody>
</table>

**NOTE:** If any criterion is not applicable to this co-op experience, please leave the response blank.

## A. Ability to Learn
1. Asks pertinent and purposeful questions
2. Seeks out and utilizes appropriate resources
3. Accepts responsibility for mistakes and learns from experiences

## B. Reading/Writing/Computation Skills
1. Reads/comprehends/follows written materials
2. Communicates ideas and concepts clearly in writing
3. Works with mathematical procedures appropriate to the job

## C. Listening & Oral Communication Skills
1. Listens to others in an active and attentive manner
2. Effectively participates in meetings or group settings
3. Demonstrates effective verbal communication skills

## D. Creative Thinking & Problem Solving Skills
1. Breaks down complex tasks/problems into manageable pieces
2. Brainstorms/develops options and ideas
3. Demonstrates an analytical capacity

## E. Professional & Career Development Skills
1. Exhibits self-motivated approach to work
2. Demonstrates ability to set appropriate priorities/goals
3. Exhibits professional behavior and attitude

## F. Interpersonal & Teamwork Skills
1. Manages and resolves conflict in an effective manner
2. Supports and contributes to a team atmosphere
3. Demonstrates assertive but appropriate behavior

## G. Organizational Effectiveness Skills
1. Seeks to understand and support the organization’s mission/goals
2. Fits in with the norms and expectations of the organization
3. Works within appropriate authority and decision-making channels
H. Basic Work Habits
   1. Reports to work as scheduled and on-time 0 1 2 3 4
   2. Exhibits a positive and constructive attitude 0 1 2 3 4
   3. Dress and appearance are appropriate for this organization 0 1 2 3 4

I. Character Attributes
   1. Brings a sense of values and integrity to the job 0 1 2 3 4
   2. Behaves in an ethical manner 0 1 2 3 4
   3. Respects the diversity (religious/cultural/ethnic) of co-workers 0 1 2 3 4

J. 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.

   1. 0 1 2 3 4
   2. 0 1 2 3 4
   3. 0 1 2 3 4

K. Employment Period: Have you invited this student to continue with your organization? If yes, in what
   capacity? Continuing FT Co-op__________ Continuing PT Co-op__________
   Professional Hire__________ Other__________

L. Comments: (Feel free to attach additional comments on separate sheet.)

. Overall Performance (if I were to rate the student at the present time)
   Unsatisfactory Poor Average Good Outstanding
   0 1 2 3 4 5 6 7 8 9 10
   ( F D D+ C- C C+ B- B B+ A- A)

   This assessment was reviewed with the student on (Month/Day/Year) _____________________.

   Evaluator’s Signature: ____________________________ Date: ____________________
   Title/Position: ____________________________ Telephone: ____________________

Note: Please return this evaluation to the student for submission to UMass Lowell,
   Career Services & Cooperative Education Center, 328 Southwick Hall, One
   University Ave., Lowell, MA 01854. Fax: 978-934-3073. Thank you!