

Cooperative Work Experience Employer Evaluation

Student: _____ ID #: _____ Term: _____

CWE Instructor: _____ Course #: _____

Site: _____ Supervisor: _____ Phone: _____

Compared to the performance you expect of a permanent employee, how did this student do in these areas?

	Beginning (1)	Developing (2)	Progressing (3)	Advanced (4)
Reliability	Regularly misses class and/or deadlines. He/she cannot be relied upon to follow-through on commitments.	He/she is inconsistently reliable. Attendance can be sporadic. At times, he/she shows potential and initiative.	Attendance and follow-through is consistent. He/she is self-motivated and can be relied upon regularly.	Contributes substantially to learning process both by "showing up" and by encouraging and challenging others to fully participate.
Collaboration	Rarely exhibits a cooperative, interested attitude toward teamwork	Is a cooperative team member, but requires motivation to collaborate and function at a higher level.	Actively participates well in a team environment. He/she shows initiative and develops win-win solutions.	Functions at a very high level as a team player. Is very skilled as team leader in collaboration and handling team conflict/disagreement.
Communication	Does not listen and/or unable to summarize key elements of verbal and nonverbal communication. Does not clearly express thoughts verbally and nonverbally.	Offers "safe" answers to simple questions and occasionally volunteers a response. Student is beginning to develop organized and appropriate verbal and nonverbal responses.	Communicates effectively (both verbally and nonverbally). Actively listens to others without interruption. Student contributes to class discussion by offering thoughts, opinions, and asking appropriate questions.	Skilled at creating an open environment that encourages the flow of information. Verbal and nonverbal communication conveys both substance and intent with high accuracy.
Respect	Does not respect of other's rights, ideas, opinions, and diversity of others	Developing respect of other's rights, ideas, opinions, and diversity of others.	Demonstrates respect of other's rights, ideas, opinions, and diversity of others.	Respects the rights, ideas, opinions, and diversity of others. Encourages others to express viewpoint without judgment.
Professionalism	Student does not take personal responsibility for appearance, behavior, actions, or verbal communication.	Shows inconsistent evidence of ability to manage their behavior or actions, appearance, or verbal communication.	Student takes personal responsibility for their appearance, verbal communication, behavior, or actions.	Accepts full responsibility for own appearance, behavior, and actions. Student is a leader and role model in opportunities in helping classmates mentor and progress in their behavior, communication, and behavior skills.
Attitude	Regularly displays a negative attitude. Is often perceived as pessimistic, self-centered, and/or discouraging.	Attitude occasionally fluctuates between positive/encouraging to negative/pessimistic	Makes a positive impression to those around them. Creates and sustains an attitude that encourages others to do their best.	Demonstrates a positive and encouraging attitude even in the face of adversity. Leads as a role model and shows empathy and compassion toward others.
Problem Solving	Does not attempt to identify, describe, or solve the problem.	Student primarily depends on others to solve problems or identify possible solutions.	Find multiple ways to solve a problem and share the strengths and weaknesses of a solution with a variety of audiences.	Student is a leader that can plan and organize work, reason, and make objective judgments, and keep their mind on several parts of their job.

Cooperative Work Experience Employer Evaluation

Student: _____ ID #: _____ Term: _____

CWE Instructor: _____ Course #: _____

Site: _____ Supervisor: _____ Phone: _____

EVALUATION SCALE:

- (4) Performs to standard without further supervision or monitoring
- (3) Performs to standard but needs occasional supervision or monitoring to maintain consistency
- (2) Still receiving training and/or supervision to bring up to standard
- (1) Has begun initial training but is not yet performing task
- (0) Low or no exposure, time constraints did not permit completion of goal. (note other reasons)

Compared to the performance you expect of a permanent employee, how did this student do in these areas?

A. LEARNING GOAL #1 (See CWE Workplace Ethics)

(please check one) 4 3 2 1 0

Comments: _____

B. LEARNING GOAL #2

(please check one) 4 3 2 1 0

Comments: _____

C. LEARNING GOAL #3

(please check one) 4 3 2 1 0

Comments: _____

D. LEARNING GOAL #4

(please check one) 4 3 2 1 0

Comments: _____

Did this student meet the time commitment agreed upon? Yes No

If not, why?:

Would you recommend this student for hire for an entry level position in this field? Yes No

COMMENTS:

SUPERVISOR'S SIGNATURE: _____ DATE: _____