

Columbia State Community College Cooperative Education Employer Final Evaluation of Student

Name of Student _____ Date _____

| Please check one box on the scale to rate student's performance in each of the following categories. | Excellent | Above Average | Average | Below Average | Poor |
|---|-----------|---------------|---------|---------------|------|
| Cooperativeness: Flexible, open-minded and listens to suggestions. Interacts with others and is aware of the needs and feelings of others. | | | | | |
| Initiative: Sets priorities, coordinates and schedules tasks or events in a logical manner. Meets a predefined goal with a prescribed timetable. Anticipates problems and is proactive rather than reactive to problems. | | | | | |
| Reliability: Dependable, trustworthy and punctual. Accepts the duties and responsibilities of any assignment or task. | | | | | |
| Communication: Ability to speak and/or write in a clear and understandable manner. Listens attentively to others. Uses correct grammar and punctuation. | | | | | |
| Work Quality: Successfully applies knowledge and competencies. Completes tasks accurately and efficiently. | | | | | |
| Professionalism: Displays sincere interest and willingness to develop skills. Presents self in attire and manner that is appropriate to the position. | | | | | |

I recommend a grade of _____ for the work he/she performed this semester.
(Pass / No Pass)

Workplace Supervisor _____ Organization _____

Signature _____ Date _____

Form to be returned to faculty sponsor upon completion.