



Final Evaluation
for
Cooperative Education

Date Sent _____

Date Due _____

Student _____ Employer _____ Supervisor _____

Rating Scale: 5=excellent 4=good 3=average 2=fair 1=needs improvement

	5	4	3	2	1
1. Dependability — conscientious, punctual, reliable					
2. Courtesy — shows courtesy to fellow employees, supervisor, and guests					
3. Cooperation — ability and willingness to work with supervisors, other employees					
4. Work Quality— thoroughness, neatness, completeness, and accuracy of work					
5. Work Quantity — volume of work acceptable under normal conditions and pressures					
6. Personal Qualities— personality, sociability, integrity, leadership potential					
7. Knowledge of Job — understands duties					
8. Appearance — dresses appropriately for the job being performed					
9. Motivation — desire to attain goals and effort put forth to achieve goals					
10. Alertness — ability to comprehend instructions					
11. Resourcefulness — ability to solve problems					
12. Attitudes — Generally positive and uncomplaining					
13. Emotional Maturity — self-controlled, accepts responsibility, realistic					
14. Enthusiasm —shows interest in learning and doing the job					
15. Communication Skills — can formulate thoughts verbally and in writing					
16. Employment Potential — shows promise as a good employee					

Please use the back for comments