



Student Name: \_\_\_\_\_

/ 200 Marks

# Employer Evaluation

**EMPLOYER INSTRUCTIONS:** Please rate your co-op student out of ten for each category, and sign below.

Unacceptable (1 2 3 4)	Needs Improvement (5 6)	Satisfactory (7)	Good (8)	Very Good (9)	Excellent (10)
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WORK HABITS	Mark	EMPLOYER COMMENTS
<b>Attendance</b> Attends Every Day		
<b>Punctual</b> On time Every Day		
<b>Communication:</b> Reports Absences + Lates to appropriate personnel on time		
<b>Appearance:</b> Dresses Appropriately, and is Properly Groomed		
<b>Work Quality:</b> Does appropriate amount of neat, and accurate work		
<b>Professional Etiquette:</b> Appropriate Vocabulary and Manners		

<b>Stays on task</b> , uses time wisely		
<b>Follows safety procedures</b>		
<b>Avoids socializing</b> with friends and lengthy personal phone calls at work		

ATTITUDE	Mark	EMPLOYER COMMENTS
<b>Takes keen</b> interest in training (willing to learn)		
<b>Maturity</b> , acceptant of all tasks (menial as well)		
<b>Accepts criticism</b> and suggestions in a positive manner		
<b>Teamwork:</b> Gets along well with others, co-operative, polite...		

INITIATIVE	Mark	EMPLOYER COMMENTS
<b>Self motivated</b> to initiate tasks (Works with minimum level of supervision)		
<b>Requests assistance</b> when necessary		
<b>Effort is consistent</b> (avoids personal problems at work)		

SKILLS	Mark	EMPLOYER COMMENTS

<b>Organizational Skills:</b>	Plans ahead, e.g., lets employer know of upcoming absences	
<b>Communications Skills:</b>	Presents information well when writing and speaking	
<b>Problem Solving:</b>	Solves/corrects problems appropriately (creative)	
<b>Listening Skills:</b>	Follows directions well, understands what people are saying	

**Date:** \_\_\_\_\_ **Employer Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Student Signature:** \_\_\_\_\_