

Student Name: _____



Fitting In Checklist

Youville Centre: Co-operative Education

Dear Employer, the purpose of this checklist is to give some initial feedback to students. Positive reinforcement and constructive criticism is the key to a successful placement. Thank you very much for your continued support.

Use the following scale and place a number in the space provided. (Or N/A if not applicable)

Performance Scale

Excellent	Good	Needs Improvement	Unacceptable
(9-10)	(7-8)	(4-6)	(1-3)

(9-10) **Excellent**. Performance is **outstanding** for this stage in the learning process. (Little, or no room for improvement)

(7-8) **Good**. Performance **meets typical work place expectations**.

(4-6) **Needs Improvement**. Performance is **close to the limit of acceptability for a work place setting**. Effort and concentration needed to meet acceptable standards.

(1-3) **Unacceptable**. **Performance is inadequate**. The student rarely, if ever meets acceptable work place expectations.

- _____ 1. The student is appropriately dressed and groomed for the job.
- _____ 2. The student is punctual.
- _____ 3. The student's attendance is ...
- _____ 4. The employer has been properly informed of any lateness or absences. (Enter n/a if not applicable)
- _____ 5. The student listens carefully when receiving instructions.
- _____ 6. The student asks for clarification when they do not understand the employer's instructions.
- _____ 7. The student's ability to follow instructions is...
- _____ 8. The student gets along with their co-workers and supervisors.
- _____ 9. The student conveys a positive attitude at the workplace.
- _____ 10. The student shows initiative (interest) in the work place and expresses a desire to learn.

Employer Signature: _____

Date: _____