



Employer Final Evaluation Form

Student Name: _____ Student Number: _____

Campus: _____

Program: _____ Work Term #: _____

Name of Company: _____

Name of Supervisor: _____

Title: _____ Telephone: _____

Thank you for supporting your co-operative education student throughout this work term. Based on the student's performance over the whole of the work term, please complete this form. Your feedback is a critical component in work term evaluation, and it will comprise 30% of the student's work term grade. Please rank the student on the following criteria on a scale of 1 to 5, with 5 being the highest. As a part of the reflective learning process, employers are expected to discuss the completed form with the student. Your observations provide valuable feedback for career development.

Please submit the completed form to the appropriate Co-operative Education Office.

College of the North Atlantic is an educational body of the Government of Newfoundland and Labrador, and is therefore subject to the Access to Information and Protection of Privacy Act, 2015 (ATIPPA). Student Services is collecting your personal information to verify program objectives are met and to update your academic file. It will only be used for this purpose. Personal information may be disclosed to the employer, faculty and/or Admissions staff. This personal information is collected under the authority of the College Act 1996 (SNL1995, Chapter C-22.1). Collected personal information will be stored in accordance with our normal network and information security measures. For further information about the collection and use of this information please contact the Associate Vice-President of Student Services at 709-643-7835. For more information about the ATIPPA please visit www.cna.nl.ca/about/atippa.asp.

I have read and understand the Privacy Statement above and consent to the collection and use of this personal information.

Supervisor Signature: _____ Date: _____

Student Signature: _____ Date: _____

Indicate (by placing ✓ in the appropriate space) the number which best ranks the student.

Interest in Work

- 5 _____ High interest in the job. Very enthusiastic. Takes pride in doing well and exceptional attitude.
- 4 _____ More than average amount of interest and enthusiasm for job and demonstrates a positive attitude.
- 3 _____ Average amount of interest for job.
- 2 _____ Limited interest.
- 1 _____ Little interest or enthusiasm for job.

Initiative

- 5 _____ Self-starter. Asks for new jobs. Looks for work to do.
- 4 _____ Acts voluntarily in most matters.
- 3 _____ Acts voluntarily in routine matters.
- 2 _____ Relies on others. Must be told what to do frequently.
- 1 _____ Always waits to be told what to do next.

Standard in Work

- 5 _____ Tasks completed exhibit confidence, persistence, and an excellent caliber of work in a highly organized manner.
- 4 _____ Tasks completed are of an above average quality and well organized.
- 3 _____ Average quality of work and organizational skills.
- 2 _____ Capable of completing tasks, but needs improvement.
- 1 _____ Quality of work completed was unsatisfactory.

Confidence

- 5 _____ Very confident in own abilities. Uses excellent judgment in decision-making and problem-solving, especially in stressful situations.
- 4 _____ Confident in most situations. Rarely seeks assurances and can handle stressful situations.
- 3 _____ Confident in routine situations and can handle most stressful situations.
- 2 _____ Confidence level needs improvement.
- 1 _____ Has little confidence in own abilities.

Professionalism

- 5 _____ Reliable, trustworthy, responsible and punctual. Can always depend on the student to act in a Professional manner, including safety practices.
- 4 _____ Student is reliable, punctual, dependable, and acts professional in most matters, including safety practices.
- 3 _____ Can depend on student in routine matters and follow safety practices.
- 2 _____ Student has to be reminded about professionalism in the workplace and punctuality.
- 1 _____ Unreliable and unprofessional. Usually late for work.

Response to Supervision

- 5 _____ Expresses appreciation and takes prompt action on suggestions by supervisor. Open-minded and confident.
- 4 _____ Willingly accepts suggestions and criticism by supervisor.
- 3 _____ Accepts suggestions and criticism in a satisfactory manner.
- 2 _____ Reluctantly accepts suggestions and criticism by supervisor. Sometimes fails to recognize own limitations.
- 1 _____ Resents suggestions and criticism by supervisor or needs close supervision.

Interpersonal Skills

- 5 _____ Superb interpersonal skills. Can interact with other employees and clients naturally. Enjoys providing suggestions and input.
- 4 _____ Interacts with other employees and clients with a positive attitude. Able to provide suggestions and input.
- 3 _____ Can deal with others but is reluctant to provide suggestions and input.
- 2 _____ Inhibited and shy. Unwilling to share suggestions.
- 1 _____ Cannot interact with others in a workplace setting.

Written Communication

- 5 _____ All written communication is of a superior quality. Requires no monitoring.
- 4 _____ Above average written communication skills. Requires very few revisions.
- 3 _____ Average written communication skills.
- 2 _____ Below average written communication skills. All work must be reviewed.
- 1 _____ Little or no concept of the fundamentals of written communication.

Oral Communication

- 5 _____ Excellent oral communication skills. Conveys all ideas clearly and concisely.
- 4 _____ Above average oral communication skills. Has very little difficulty communicating ideas.
- 3 _____ Average oral communication skills.
- 2 _____ Below average oral communication skills. Has trouble conveying ideas in a clear and concise manner.
- 1 _____ Poor oral communication skills. Cannot communicate ideas.

Technical Capabilities

- 5 _____ Demonstrates superb technical knowledge and can effectively apply this knowledge in practical situations.
- 4 _____ Solid technical knowledge and can apply this knowledge in most situations.
- 3 _____ Average technical knowledge and application of this knowledge.
- 2 _____ Seems to have the knowledge of the technical skills but cannot apply it in practical situations.
- 1 _____ Very little technical knowledge and cannot participate in practical situations.

AREAS OF STRENGTH

- 1. _____
- 2. _____
- 3. _____

AREAS FOR IMPROVEMENT

- 1. _____
- 2. _____
- 3. _____

OVERALL GRADE (Please choose what you think to be an appropriate grade for the student)

A+	(90 – 100%)	C	(60 – 69%)
A	(80 – 89%)	D	(50 – 59%)
B	(70 – 79%)	F	(Below 50%)

COMMENTS ON OVERALL PERFORMANCE

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