

**PROFESSIONAL PRACTICE PROGRAMS
CO-OP STUDENT PERFORMANCE APPRAISAL**

(To be completed by employer at the conclusion of Co-Op term)

Student: _____ Employer: _____

Major: _____ Location: _____

Graduation Date: _____ GPA: _____

Date: _____ Work Session: 1 2 3 4 5

Faculty Coordinator: _____

The Professional Practice student whose name appears above is nearing the completion of a work period. As the immediate supervisor, your appraisal of the student's performance is important to the Co-Op Student and to Purdue University. Would you please complete this form and discuss your appraisal with the student assigned to you?

In each category below, please provide comments regarding this student's job performance. In addition, please choose the numeric value that best represents the categorical proficiency (1= poor, 5=excellent).

INTRAPERSONAL COMPETENCIES 1 2 3 4 5
How would you appraise the student as it pertains to *confidence, drive, self-motivation, and enthusiasm*?

INFORMATION SYNTHESIS 1 2 3 4 5
How would you appraise the student as it pertains to *listening skills, comprehension, and persuasiveness*?

INTERPERSONAL COMPETENCIES 1 2 3 4 5
How would you appraise the student as it pertains to *human relations, credibility, and assertiveness*?

WORKPLACE READINESS 1 2 3 4 5
How would you appraise the student as it pertains to *technical fluency, conceptual skills, and organization*?

RELATIVE PROGRESS

1 2 3 4 5

Does this student appear to be making satisfactory progress for his/her stage of development? Explain.

WORKPLACE VALUE

1 2 3 4 5

What suggestions do you have for this student which might increase his/her value to the organization?

FUTURE OPPORTUNITIES

1 2 3 4 5

Describe the anticipated work assignment for this student's next work session.

OVERALL PERFORMANCE

1 2 3 4 5

	Outstanding	Above Average	Satisfactory	Below Average	Unsatisfactory
Dependability - is prompt; follows directions; trustworthy; meets obligations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adaptability - Catches on quickly; follows detailed instructions well; can switch jobs easily	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Job Attitude - Enthusiastic; a good team worker; willing to cooperate; accepts ideas; desires to improve; shows interest; works well with others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Job Knowledge - Has required knowledge and command of job skills; uses skills and knowledge well; a self-starter; seeks improvement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quality of Work - Does a good job; accurate; neat; consistent	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Outstanding	Above Average	Satisfactory	Below Average	Unsatisfactory
Initiative - Works well with minimal supervision; seeks things to do; seeks more responsibility	○	○	○	○	○
Accepts Suggestions - Eager to improve; seeks assistance; accepts and adopts constructive criticism	○	○	○	○	○
Loyalty - Has feeling for business; keeps confidences; exhibits concern	○	○	○	○	○
Safety Awareness - Aware of safety procedures and hazards; appropriately cautious; concerned for orderliness	○	○	○	○	○
Overall Rating	○	○	○	○	○

SIGNATURES
(THIS FORM IS NOT VALID UNLESS SIGNED)

X

Co-Op Student

X

Supervisor

X

Employer Co-Op Coordinator