

# PURDUE UNIVERSITY

## COOPERATIVE EDUCATION PROGRAM CO-OP STUDENT PERFORMANCE APPRAISAL FOR EMPLOYER

Student: \_\_\_\_\_ Employer: \_\_\_\_\_

Major: \_\_\_\_\_ Location: \_\_\_\_\_

Graduation Date: \_\_\_\_\_ GPA: \_\_\_\_\_

Date: \_\_\_\_\_ Work Period: 1 2 3 4 5 (delete #s that do not pertain)

Faculty Co-Op Coordinator: \_\_\_\_\_ Email: \_\_\_\_\_

Purdue University  
West Lafayette, IN 47907

The Cooperative Education student whose name appears above is nearing completion of a work period. As the immediate supervisor, your appraisal with the Co-Op's performance is important to the Co-Op and to Purdue University. Would you please complete this form and discuss the appraisal with the Co-Op. It is the Co-Op's responsibility to see that this completed form is returned to the Faculty Coordinator listed above within the first week of the upcoming academic session. We will use the information to counsel with the Co-Op regarding his/her performance.

In each category below, provide comments regarding this student's job performance.

CONFIDENCE	DRIVE	SELF-MOTIVATION	ENTHUSIASM
VERBAL/LISTENING SKILLS		COMPREHENSION	PERSUASIVENESS
HUMAN RELATIONS SKILLS		CREDIBILITY	
TECHNICAL COMPETENCE	CONCEPTUAL SKILLS	ORGANIZATIONAL SKILLS	

Does this student appear to be making satisfactory progress for his/her stage of development? Please explain and give examples.

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

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

\_\_\_\_\_  
Co-Op Student

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Employer Coordinator

RATING FACTORS	OUTSTANDING	ABOVE AVERAGE	SATISFACTORY	BELOW AVERAGE	UNSATISFACTORY	COMMENTS
<b>DEPENDABILITY</b> Is prompt; follows directions; trustworthy; meets obligations						
<b>ADAPTABILITY</b> Catches on quickly; follows detailed instructions well; can switch jobs easily.						
<b>JOB ATTITUDE</b> Enthusiastic; a good team worker; willing to cooperate; accepts ideas; desires to improve; shows interest; works well with others.						
<b>JOB KNOWLEDGE</b> Has required knowledge and command of job skills; uses skills and knowledge well; a self starter; seeks improvement						
<b>QUALITY OF WORK</b> Does a good job; accurate; neat; consistent						
<b>QUANTITY OF WORK</b> Accomplishes acceptable amount Of work; fast; eager						
<b>INITIATIVE</b> Works well with minimal supervision; seeks things to do; seeks more responsibility						
<b>ACCEPTS SUGGESTIONS</b> Eager to improve; seeks assistance; accepts and adopts constructive criticism						
<b>LOYALTY</b> Has feeling for business; keeps confidences, exhibits concern						
<b>SAFETY AWARENESS</b> Aware of safety procedures and hazards; appropriately cautious; concerned for orderliness						
<b>OVERALL RATING</b>						