



2405 East College Way
Mount Vernon, WA 98273-5899
Co-op Ed Coordinator (360) 416-7774

Cooperative Education Supervisor Evaluation

(Please attach additional sheets if necessary)

(STUDENT NAME)

BUSINESS NAME

WORK-SITE SUPERVISOR

Please note: EVALUATION **MUST** BE COMPLETED BEFORE A GRADE CAN BE GIVEN.

This evaluation has been completed, comparing this student to:

- ☐ Other students
☐ A typical full-time, regular employee

☐ A typical entry-level worker
☐ Other _____

Please evaluate your student-employee on their work performance. Please discuss your expectations with the student upon first beginning the job and indicate their status for each trait at the end of the internship. Constructive feedback and an honest evaluation helps students develop key skills necessary to succeed in their chosen career field.

Directions: Please place an appropriate number which best applies to the student into the column.

- 5 Exceeds Expectations** (Always demonstrates this ability)
4 Above Average (Usually demonstrates this ability)
3 Average (Meets minimum requirements. Demonstrates ability when necessary)
2 Needs Improvement (Seldom demonstrates this ability/below expectations)
1 Unsatisfactory (Never demonstrates this ability. Does not meet expectations)
N/O Not Observed or Not Applicable

DEPENDABILITY

Punctual: Arrives to work on time.	
Attendance: Attends work regularly.	
Meets work deadlines.	

APPEARANCE

Clean, well-groomed and appropriately dressed for work environment. (uniform if required)	
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DISPLAYED ATTITUDE

Interested in learning: takes advantage of opportunities to learn.	
Accepts responsibility for actions.	
Displays professional manner.	
Behaves in an ethical manner; displays good integrity and values.	

HUMAN RELATIONS

Accepts direction, follows rules and is respectful to supervisors.	
Works well in a team, respects diversity.	
Courteous and helpful to customers; handles conflicts well.	

QUALITY OF WORK

Accurate and attentive to detail	
Performs good quality work.	
Adapts well to dynamic and changing conditions.	
Responds well under pressure.	
Careful with equipment & materials.	

WORK SAFETY

Uses tools & equipment safely & efficiently. Follows correct methods and procedures.	
Demonstrates good basic knowledge of safety issues related to this position.	

SKILLS IMPROVEMENT

Problem solving skills.	
Demonstrates good basic skills needed for this position.	
Displays understanding of the technology of this position.	

OVERALL PERFORMANCE RATING

Please indicate your overall rating of this student's performance on the job.	
Grade on a 1-10 scale, where 10 is the best and 1 is unsatisfactory.	

Thank you for completing the Student Evaluation form. Skagit Valley College would appreciate your feedback on our Co-op Ed Program by answering the following questions:

1. What desirable qualities does this student demonstrate?

2. What additional skills, course work or experience would you recommend to increase this student’s success potential in this type of work?

3. What do you think this student learned from this work experience?

4. How well did Skagit Valley College prepare this student for this work experience?

5. Would you be willing to provide this student with a positive job reference?

☐ YES ☐ NO

6. Would you be willing to host another Cooperative Education or Work Study student at your business? _____ Why, or why not?

7. Are there any questions, comments or recommendations you have that can help us improve our cooperative education program?

Signature of Work Site Supervisor

Date

Signature of Student

Date

Thank you for your time and support of Skagit Valley College students. Please call the Cooperative Education Coordinator, (360) 416-7774, with any questions or comments.

Skagit Valley College provides a drug-free environment and does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, or age in its programs and employment.