

# SAMPLE COPY ONLY

This is a sample of the employer evaluation that is sent to employers each term to complete as part of the co-op students' grade. Please use the URL provided to you by the Co-op Office to complete the evaluation. Thank you.

## Co-op Employer Evaluation

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**Student Name:**

**Company Name:**

**Supervisor's Name /Title:**

**Program of Study: Public Relations**

### Oral communication is:

1=Poor to 5=Excellent N/O = No opportunity to observe

Variable	Response
Oral communication is:   Clear	
Oral communication is:   Relevant	
Oral communication is:   Organized	

### Written communication is:

1=Poor to 5=Excellent N/O = No opportunity to observe

Variable	Response
Written communication is:   Clear	
Written communication is:   Relevant	
Written communication is:   Organized	

Please provide examples (refer to the student's personal learning plan if applicable):

**Problem solving and decision making:**

1=Poor to 5=Excellent N/O = No opportunity to observe

Variable	Response
Problem solving and decision making:   Uses logic and intuition to define problems in a workable manner	
Problem solving and decision making:   Takes a broad view when analyzing a problem and looks for meaningful connections	
Problem solving and decision making:   Searches out new solutions or re-applies proven ideas and methods to new situations	
Problem solving and decision making:   Evaluates the effectiveness of solutions and arrives at logical decisions	

Please provide examples (refer to the student's personal learning plan if applicable):

**Planning and initiative:**

1=Poor to 5=Excellent N/O = No opportunity to observe

Variable	Response
Planning and initiative:   Sets priorities logically in order to overcome obstacles; keeps moving towards objectives	
Planning and initiative:   Schedules and organizes work efficiently	
Planning and initiative:   Identifies and uses appropriate resources	
Planning and initiative:   Thinks in terms of creating quality and value for internal and/or external clients	
Planning and initiative:   Sets specific stretching objectives and consistently meets them	
Planning and initiative:   Consistently goes above and beyond expectations	

Please provide examples (refer to the student's personal learning plan if applicable):

**Working effectively with others:**

1=Poor to 5=Excellent N/O = No opportunity to observe

Variable	Response
Working effectively with others:   Respects and works effectively with diverse people	
Working effectively with others:   Builds and maintains productive working relationships	
Working effectively with others:   Works across the organization to develop the best results	
Working effectively with others:   Contributes to the team in a fair and equitable manner	

Please provide examples (refer to the student's personal learning plan if applicable):

**Workplace skills and integration of theory and practice:**

1=Poor to 5=Excellent N/O = No opportunity to observe

Variable	Response
Workplace skills and integration of theory and practice:   Adapts to office policies and etiquette	
Workplace skills and integration of theory and practice:   Produces both a quantity and quality of relevant work	
Workplace skills and integration of theory and practice:   Performs in an ethical manner	
Workplace skills and integration of theory and practice:   Uses both what has been learned in the academic arena and the workplace to achieve goals	
Workplace skills and integration of theory and practice:   Maximizes all learning opportunities	

Please provide examples (refer to the student's personal learning plan if applicable):

**Overall Performance:**

Variable	Response
Overall Performance:	

**Did the co-op student meet minimum requirements of co-op work term hours - 455 (13 weeks / 35 hours per week)**

Yes

**Areas of Strength:**

Variable	Response
Areas of Strength:   1.	
Areas of Strength:   2.	
Areas of Strength:   3.	

**Areas of Development:**

Variable	Response
Areas of Development:   1.	
Areas of Development:   2.	
Areas of Development:   3.	

**Additional Comments:**

Now that you have completed the evaluation please forward the URL to your co-op student for comment after you have reviewed the evaluation with her/him.

**Student's Comments:**

We would love to use your positive comments as testimonials on future job postings for this employer. Please check below with your preference regarding the Co-op Office using your comments. Thank you.

- YES
- NO

Thank you for completing this evaluation, we appreciate the commitment our educational partners make to our program at Mount Saint Vincent University.