

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

Student Name:

Company Name:

Supervisor's Name /Title:

Program of Study: Public Relations

Oral communication is:

1=Poor to 5=ExcellentN/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=ExcellentN/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):

Sarah is open and friendly with everyone. Her written communication improved with experience (Breaker articles) over the summer. Sarah needs to proof her work carefully.

Problem solving and decision making:

1=Poor to 5=ExcellentN/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):

Sarah stepped up to the challenge of learning department procedures and processes. Our department is very team work oriented, so problems are discussed and collaborative solutions found. Sarah was good to check in with others before making any major decisions.

Planning and initiative:

1=Poor to 5=ExcellentN/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):

Sarah is eager to work and get things done. She planned and implemented our major fundraiser for PRO Kids (X MARC) successfully. This involved working with sponsors, the staff team and the public.

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):

Sarah was very much a part of the staff team and took interest in all parts of the summer program. Didn't have opportunity to introduce Sarah to the broader Municipal operation (PR).

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):

At times Sarah seemed to get stuck on a project, perhaps taking longer than needed. Sarah does keep quality in the forefront which sometimes affected the quantity of work being done.

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.