

WORK TERM EMPLOYER EVALUATION

Centre for Business Co-operative Education
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Student Name

Supervisor Name

Student Job Title

Supervisor Job Title

Student ID #

Organization Name

To facilitate the development of George Brown students during work terms, employers are asked to evaluate students as part of their learning. Please complete the form below and provide additional comments as appropriate. We encourage students and employers to discuss this evaluation prior to the end of the work term.

This evaluation should be completed by an immediate supervisor or person in the best position to evaluate strengths and weaknesses with respect to the job. Student input and comments are encouraged. **Please e-mail or fax this form to the Business Co-op Office.**

Ranking: 1 = Exceeds Expectations; 2 = Exceeds Some Expectations; 3 = Meets Expectations;
4 = Meets Some Expectations; 5 = Not Meeting Expectations; NA = Not Applicable

	1	2	3	4	5	NA
Shows interest in and enthusiasm for work						
Shows initiative and acts voluntarily						
Organizes and plans well and is timely with deliverables						
Able to learn work effectively with suitable guidance and training						
Quality of work meets expectations agreed to by student and supervisor						
Quantity of work meets expectations agreed to by student and supervisor						
Uses sound judgement when making routine decisions about work						
Dependable and can be relied on to complete tasks as expected						
Teamwork habits are conducive to effective, harmonious relations						
Accepts criticism and acts on suggestions professionally						
Written communication meets the expectations of the position						
Speaking & listening skills are professional and appropriate to the position						
Analysis & problem solving; effectively understands and evaluates options						
Engaged in job and works effectively with supervisor and coworkers						
Punctuality and attendance at work						
Integrates well with the workplace; appropriate attire and office etiquette						

EMPLOYER EVALUATION OF STUDENT WORK TERM

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Elaborate on performance indicators such as creativity, professionalism, etc.

The student's strengths include:

Areas for improvement include:

Comment on the Learning Objectives established for this position and whether the student had opportunities to take on each objective.

Recommended work experience:

Recommended academic training:

EMPLOYER EVALUATION OF STUDENT WORK TERM

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Overall Performance

	Outstanding	Very Good	Satisfactory	Needs Improvement	Unsatisfactory
Based on the factors outlined above, how would you rate the student's overall performance.					

	Yes	No
Would you hire this student again?		
Would you provide this student with a positive reference for future employment?		
Have you reviewed this evaluation with the student?		

Student comments:

What was the final dollar amount earned by the student?

Would you recommend George Brown student to others?

STUDENT AWARDS: Employers can nominate students for an award to recognize excellence during a work term. Reasons for nominations vary, but generally include exceeding expectations and exceptional impact on the job. If you would like to nominate a student, please contact a Co-op Officer or send a message to coopinfo@georgebrown.ca.

This evaluation was completed by (print name):

If submitting this form by e-mail, both student and supervisor should be copied to the e-mail message.

Supervisor signature and date

Student signature and date

Thank you for your partnership and support of Co-operative Education at George Brown College!