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**Cooperative Education Program**

**Employer Evaluation**

**Employer Partner Evaluation**

**SIUE Career Development Center**

**(To be completed by employer at end of term)**

**You should download this Word document to your computer and “Save As” Term YYYY Employer Evaluation (ex: Fall 2016 Employer Evaluation) in order for the document to work properly.**

**Student Name:** Click here to enter first and last name

**Employer:** Click here to enter employer name

**Current Work Term (select term and year):** Spring Summer Fall **and** 2015 2016 2017

**Instructions: The immediate supervisor will evaluate the student objectively, comparing him/her with other students of comparable academic level, with other personnel assigned the same or similarly classified jobs, or with individual standards. Each category has a drop down box, please click to make selection. Remarks at the end are particularly helpful.**

ATTITUDE – APPLICATION TO WORK: Click here to make selection

ABILITY TO LEARN: click here to make selection

DEPENDABILITY: Click here to make selection

INITIATIVE: Click here to make selection

QUALITY OF WORK: Click here to make selection

RELATIONS WITH OTHERS: Click here to make selection

MATURITY-POISE: Click here to make selection

QUANTITY OF WORK: Click here to make selection

JUDGMENT: Click here to make selection

ATTENDANCE: Click here to make selection

PUNCTUALITY: Click here to make selection

OVERALL PERFORMANCE: Click here to make selection

**The student’s outstanding personal qualities are:** Click here for comments

**The personal qualities which the student should strive most to improve:** Click here for comments

**Immediate Supervisor Signature** Type full name and title or insert signature **Date:** enter date

**Skills Section**

It is important for students to reflect on their skill level for the following areas. Please rate your present skill level, or select N/A if the skill is not applicable, in the drop down boxes below.

**COMMUNICATION**

1. Speak with clarity and confidence: Click here to select skill level
2. Write clearly, concisely, and professionally : Click here to select skill level
3. Make effective formal and informal presentations: Click here to select skill level
4. Exhibit good listening skills: Click here to select skill level
5. Demonstrate a willingness to speak up,

Participate in discussions, and ask questions: Click here to select skill level

**CONCEPTUAL/ANALYTICAL**

1. Analyze situations and take appropriate action: Click here to select skill level
2. Offer innovative and creative solutions to problems: Click here to select skill level
3. Collect and analyze information

(e.g. data) effectively: Click here to select skill level

1. Access and apply specialized knowledge, such as classroom

and field-specific problems: Click here to select skill level

1. Demonstrate effective problem solving and decision making Click here to select skill level

**TEAMWORK**

1. Make a positive impact on the team by

establishing rapport and credibility: Click here to select skill level

1. Utilize a collaborative approach and share information

and resources with others Click here to select skill level

1. Pitch in to help co-workers Click here to select skill level
2. Respect what others have to contribute Click here to select skill level

**PROFESSIONAL QUALITIES**

1. Assume responsibility and am accountable for actions Click here to select skill level
2. Exhibit self-confidence Click here to select skill level
3. Possess honesty, integrity, and personal ethics Click here to select skill level
4. Demonstrate a positive attitude toward change Click here to select skill level
5. Respect diversity and alternative perspectives Click here to select skill level
6. Represent the organization appropriately at all times Click here to select skill level

**SELF –MANAGEMENT & WORK HABITS**

1. Produce work of high quality, free from error Click here to select skill level
2. Produce a significant volume of work Click here to select skill level
3. Maintain good attendance and punctuality Click here to select skill level
4. Complete tasks as assigned and on time Click here to select skill level
5. Listen to feedback and adapt strategy when

current approach is not working Click here to select skill level

1. Utilize good judgment and establish priorities among duties Click here to select skill level

**INITIATIVE**

1. Set and communicate goals and follow up with results Click here to select skill level
2. Seek opportunities to learn Click here to select skill level
3. Take the initiative to get a job done Click here to select skill level
4. Act decisively on critical issues Click here to select skill level

**TECHNOLOGY**

1. Have the computer and/or technical skills for the job Click here to select skill level
2. Demonstrate a willingness to enhance technical skills Click here to select skill level
3. Utilize technology to perform work effectively Click here to select skill level
4. Utilize technology appropriately in the workplace Click here to select skill level

**Additional Comments: Click here to enter comments**

**Would you recommend this student for future employment?**

Yes

No

**Has this evaluation been shared with the student?**

Yes

No

**How many total hours (estimate) did the student work during the specified work term? Click here to enter text**

*Thank you for participating in the SIUE Career Development Center’s Cooperative Education and Internship Program.*

Please complete the online Evaluation form or submit this form to:

SIUE Career Development Center

Attn: Tammy Dugan

0281 Student Success Center

Box 1620

Edwardsville IL 62026

PHONE: 618-650-3708

FAX: 618-650-3656

EMAIL: [tdugan@siue.edu](mailto:tdugan@siue.edu)

WEBSITE: siue.edu/careerdevelopmentcenter