



UNIVERSITY OF  
CALGARY

**CO-OPERATIVE EDUCATION AND INTERNSHIP PROGRAM**  
MacEwan Student Centre 188



## CO-OP/INTERNSHIP PERFORMANCE EVALUATION (CONFIDENTIAL)

At the end of each four month work term period, complete the Evaluation form and discuss your comments with the student. *Students are also required to attach their Learning Objectives.* Send your completed Evaluation and Learning Objectives directly to Career Services via fax: (403) 282-8342

Student Name: \_\_\_\_\_ Period Covered: \_\_\_\_\_  
 Student I.D.#: \_\_\_\_\_ Discipline: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

### SUPERVISOR'S COMMENTS:

Please provide a brief summary of the student's activities and responsibilities.

---



---

<b>INTEREST IN WORK</b>					
<input type="checkbox"/> High interest in job. Very enthusiastic.	<input type="checkbox"/> More than average amount of interest and enthusiasm for job.	<input type="checkbox"/> Satisfactory amount of interest and enthusiasm for job.	<input type="checkbox"/> Interest fluctuates. Occasionally enthusiastic.	<input type="checkbox"/> Little interest or enthusiasm for job.	<input type="checkbox"/> Not applicable.
<b>INITIATIVE</b>					
<input type="checkbox"/> Self Starter. Asks for new jobs. Looks for work.	<input type="checkbox"/> Acts voluntarily in most matters.	<input type="checkbox"/> Acts voluntarily in routine matters.	<input type="checkbox"/> Relies on others. Must be told frequently what to do.	<input type="checkbox"/> Usually waits to be told what to do next.	<input type="checkbox"/> Not applicable.
<b>ORGANIZATION AND PLANNING</b>					
<input type="checkbox"/> Does an excellent job of planning and organizing.	<input type="checkbox"/> Usually organizes work well.	<input type="checkbox"/> Does normal amount of planning and organizing.	<input type="checkbox"/> More often than not fails to organize and plan work effectively.	<input type="checkbox"/> Consistently fails to organize and plan work effectively.	<input type="checkbox"/> Not applicable.
<b>ABILITY TO LEARN</b>					
<input type="checkbox"/> Exceptionally quick.	<input type="checkbox"/> Quick to learn.	<input type="checkbox"/> Average	<input type="checkbox"/> Slow to learn.	<input type="checkbox"/> Very slow to learn.	<input type="checkbox"/> Not applicable.
<b>QUALITY OF WORK</b>					
<input type="checkbox"/> Very thorough in performing work. Errors very few if any.	<input type="checkbox"/> Usually thorough. Good work. Few errors.	<input type="checkbox"/> Work usually passes review. Has normal amount of errors.	<input type="checkbox"/> More than average amount of errors for a trainee.	<input type="checkbox"/> Work usually done in careless manner. Make errors often.	<input type="checkbox"/> Not applicable.
<b>QUANTITY OF WORK</b>					
<input type="checkbox"/> Highly productive in comparison to other students.	<input type="checkbox"/> More than expected in comparison with other students.	<input type="checkbox"/> Expected amount of productivity for students.	<input type="checkbox"/> Less than expected in comparison with other students.	<input type="checkbox"/> Very low in comparison with other students.	<input type="checkbox"/> Not applicable.
<b>JUDGEMENT</b>					
<input type="checkbox"/> Exceptionally good. Decisions based on thorough analysis	<input type="checkbox"/> Uses good common sense. Usually make good decisions.	<input type="checkbox"/> Judgement usually good in routine situations.	<input type="checkbox"/> Judgement often undependable.	<input type="checkbox"/> Poor judgement. Jumps to conclusions without sufficient knowledge.	<input type="checkbox"/> Not applicable.

<b>DEPENDABILITY</b>					
<input type="checkbox"/> Can always be depended upon in any situation.	<input type="checkbox"/> Can usually be depended upon in most situations	<input type="checkbox"/> Can be depended upon in routine situations.	<input type="checkbox"/> Somewhat unreliable, needs above average checking.	<input type="checkbox"/> Unreliable.	<input type="checkbox"/> Not applicable.
<b>RELATIONS WITH OTHERS</b>					
<input type="checkbox"/> Always works in harmony with others. An excellent team worker.	<input type="checkbox"/> Congenial and helpful. Works well with associates.	<input type="checkbox"/> Most relations with others are harmonious under normal circumstances.	<input type="checkbox"/> Difficult to work with at times. Sometimes antagonizes others.	<input type="checkbox"/> Frequently quarrelsome and causes friction.	<input type="checkbox"/> Not applicable.
<b>CREATIVITY</b>					
<input type="checkbox"/> Continually seeks new and better ways of doing things; is extremely innovative.	<input type="checkbox"/> Frequently suggests new ways of doing things; is very imaginative.	<input type="checkbox"/> Has average amount of imagination; has reasonable amount of new ideas.	<input type="checkbox"/> Occasionally comes up with a new idea.	<input type="checkbox"/> Rarely has a new idea, is not very imaginative.	<input type="checkbox"/> Not applicable.
<b>COMMUNICATION</b>					
WRITTEN EXPRESSION:		<input type="checkbox"/> Very good	<input type="checkbox"/> Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Needs improvement
ORAL EXPRESSION:		<input type="checkbox"/> Very good	<input type="checkbox"/> Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
<b>ACCEPTANCE OF CRITICISM AND SUGGESTIONS</b>			<b>GROOMING:</b>		
<input type="checkbox"/> Appreciative or willing			<input type="checkbox"/> Resentful or reluctant		
			<input type="checkbox"/> Appropriate		
			<input type="checkbox"/> Inappropriate		
<b>ATTENDANCE:</b>			<b>PUNCTUALITY:</b>		
<input type="checkbox"/> Regular			<input type="checkbox"/> Irregular		
			<input type="checkbox"/> Regular		
			<input type="checkbox"/> Irregular		
<b>MAJOR STRENGTHS ARE:</b>			<b>AREAS FOR IMPROVEMENT:</b>		
1.			1.		
2.			2.		
3.			3.		

**OVERALL PERFORMANCE**

<input type="checkbox"/> Outstanding	<input type="checkbox"/> Very Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Marginal	<input type="checkbox"/> Unsatisfactory
--------------------------------------	------------------------------------	---------------------------------------	-----------------------------------	-----------------------------------------

If employment is available would you support the placement of this student in another Co-op/Internship position with your company?  
 Yes  No

If you wish to comment on the program in general, or on the student in particular, please feel free to use another page. Your observations would be welcomed.

\_\_\_\_\_  
Date Supervisor's Signature

**STUDENT'S LEARNING OBJECTIVES:**

For more information and a form, [http://www.ucalgary.ca/careers/students/job\\_experience/objectives.html](http://www.ucalgary.ca/careers/students/job_experience/objectives.html)

Attached

Other Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date Student's Signature