



Cooperative Education Evaluation Form
(For job supervisor)

Job No. □□-□-□□-□□□□

Instruction

1. This evaluation form must be evaluated by job supervisor only.
2. Please evaluate all 18 items in this evaluation form.
3. Please put your score in a box □, and put your comments in the provided space if any.
4. please seal the document tightly and stamp with "confidential" of sending book to co-op education.

General Information

1. Student's information

Student Name :(Last Name) Student ID:

Major:Faculty/ college:

2. Mentor/ Job Supervisor's information / Evaluator

Name of Organization:

First Name: (Last Name)

Division/Department:

Position:

Work Achievement

1. Quantity of work:

Student was able to complete the assigned tasks within the provided time.

20 points

2. Quality of work:

The tasks performed or produced by the student was complete, neat, satisfied
in time without any troubles and problems

20 points

3. Academic Ability:

The student has adequate academic knowledge to fulfill the assigned tasks.

10 points

4. Ability to learn and apply knowledge:

The student is willing to learn new things, and able to apply knowledge successfully.

10 points



5. Practical ability:

Student is able to apply knowledge to be used in a real working environment.

10 points

6. Judgment and decision making:

Student had good decision making skills, and ability to solve problems effectively.

10 points

7. Management and planning:

Student had organizational skills. He/ She can plan, organized, and met his/her goals.

10 points

8. Communication Skills:

Student can communicate clearly and understandable.

With no confusion when working.

10 points

9. Development of foreign language and culture:

Student can is able to make progress in the assigned tasks in regards to the job description.

10 points

10. Suitability for job position/ practice:

Student can improve himself/herself in regards to job position description appropriately.

10 points

11. Responsibility and dependability:

Student was responsible for accomplishment his/her tasks. He/She can work independently without or with little supervision.

10 points

12. Interest in working:

Student was enthusiastic, active, and showed a great interest in working.

10 points

13. Initiative of self-starter:

Student was pro-active, helpful, initiative, and wastes no time.

10 points

14. Response to supervision:

The student had responded to supervision promptly and actively. He/She shows a great determination to help.

10 points

Personality

15. Personality:

Student had dressing appropriately, behaved well and politely. He/She was modest and punctual.

10 points

16. Interpersonal skills:

Student has good interpersonal skills. He/She can work well with others.

10 points

17. Discipline and adaptability to formal organization:

Student strictly followed the organization's rules and regulations.

10 points

18. Ethics and Morality:

Student was honest and sacrifice. He/She was willing to help others.

10 points



Please give comments on the student (Job supervisor only)

Student's Strength	Suggestions for Improvement

The student employment is useful for your organization or not? ☐ Yes ☐ No
Once this student graduates, will you be interested to offer him/her a job? ☐ Yes ☐ No

Other comments:

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Evaluator's Signature
(.....)
Position
Date

Coop Staff Only
Total Scores =