

Employer Evaluation of Student Work

Student Name: _____

Term _____

Year _____

Company Name: _____

Supervisor Name: _____

PERFORMANCE EVALUATION MEETING

Employer and student should take a few minutes to discuss the student's performance during the work term. The following areas are suggested as topics for discussion:

Work Habits – organization and planning, time management, dependability, attitude, etc.;

Communications – oral, written, and visual;

Design Skill – quality of work, quantity of work, resourcefulness, initiative, judgment;

Technical Skill – quality of work, quantity of work, resourcefulness, initiative, judgment;

Team Work – ability to work with others, accept critique, voice suggestions, etc.;

Professionalism – attendance and punctuality, maturity, poise, ability to manage conflict, etc.

OVERALL PERFORMANCE:

1. Overall, the student's performance during the work term was (check one):

Unacceptable Marginal Adequate Satisfactory Good Very Good Excellent Exceptional

2. If employment were available in the future, would you hire this student again?
YES NO

3. This report has been discussed with the student.
YES NO

FURTHER COMMENTS (OPTIONAL):

The student's outstanding qualities are:

Qualities which the student should strive to improve are:

Signature of supervisor: _____ Date: _____

Complete and return this form to the student. The student must submit this form as part of their Work Term Report.