



# Student Evaluation of Co-op Experience

Please Return this Evaluation with your Co-op Final Paper

Name \_\_\_\_\_ Major \_\_\_\_\_  
 Employer \_\_\_\_\_ Address \_\_\_\_\_  
 Job Title \_\_\_\_\_ Supervisor Name/Title \_\_\_\_\_  
 Your Department \_\_\_\_\_ Salary \_\_\_\_\_  
 Number of Hours Worked/Week \_\_\_\_\_ Total Weeks Worked \_\_\_\_\_  
 Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Total Earnings \_\_\_\_\_

## Job Performance Review

1. What did you do to prepare yourself for your first day of work?

2. How Would you rate yourself on the job with regard to:

	HIGH			LOW		COMMENTS
Handling criticism	1	2	3	4	5	_____
Initiating new ideas	1	2	3	4	5	_____
Dependability	1	2	3	4	5	_____
Commitment to the job	1	2	3	4	5	_____
Completing routine tasks	1	2	3	4	5	_____
Networking	1	2	3	4	5	_____
Overall performance	1	2	3	4	5	_____

3. Could you have handled any of your responsibilities differently (time management, prioritizing)? If so, how?

4. What additional responsibilities, if any, were given to you as your Co-op progressed?

5. Describe a challenging work situation you encountered on the job. How did you resolve it?

6. What did you do when you had free time on the job?

7. Name 3 contacts/titles you made while on your Co-op.

8. Did you receive an offer of continuing or permanent employment at the end of your Co-op? Yes \_\_\_ No \_\_\_.

### Review of Supervisor's Role:

- |   | HIGH |   |   | LOW |   |
|---|------|---|---|-----|---|
| 1. How did your supervisor orient you to your department?<br>Explain and evaluate:                            | 1    | 2 | 3 | 4   | 5 |
| 2. What kind of training did you receive? Who trained you?<br>Explain:  | 1    | 2 | 3 | 4   | 5 |
| 3. What kind of evaluation/feedback of your performance<br>Did you receive, and how often were you evaluated? | 1    | 2 | 3 | 4   | 5 |
| 4. What professional expectations did you have of your supervisor?<br><br>Were these expectations met?        | 1    | 2 | 3 | 4   | 5 |
| Were these realistic expectations? Why/ Why not?  | 1    | 2 | 3 | 4   | 5 |
| 5. Would you recommend this Co-op for future students? Yes__No__. If not,<br>why?                             |      |   |   |     |   |

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### Evaluation of the Co-op Program

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 1. Did the Co-op program prepare you for Co-op?<br>Explain:  | 1 | 2 | 3 | 4 | 5 |
| 2. Were the Co-op staff and services helpful?<br>Explain:  | 1 | 2 | 3 | 4 | 5 |
| 3. What other information might have been included in the pre-placement process<br>that would have been helpful to you on the job? |   |   |   |   |   |
| 4. Use this space for any suggestions to help us successfully place students in<br>meaningful Co-op positions.                     |   |   |   |   |   |