End of Term Employer Evaluation Form

Thank you for training and mentoring a University of Alberta Engineering Co-op student. This end of term co-op evaluation provides your student with important information that further facilitates their professional development. Before you get started, please be aware:

- The form should be filled out by the student's direct supervisor or manager.
- After you have completed the evaluation, please meet with the student to share and discuss your feedback.
- The completed form must be submitted to the Co-op Office before the last day of the current 4-month work term or the student's final day of employment for the same work term, whichever comes first.

Have questions regarding the End-of-Term Performance Evaluation? Please contact us at: engineering.co-op@ualberta.ca.

Student: _____ ID#: _____

Degree Program: _____ Work Term #: _____

Employer: _____ Start Date: _____ End Date: _____

Evaluator: _____ Title/Department: _____

Evaluator Phone: _____ Evaluator Email: _____

Supervisor (if other than Evaluator): _____ Title/Department: _____

Assigned Co-op Contact: _____

Please list the student's main accomplishments and work assignments completed this term:

What are the student's areas of strength? Please list two or three:

What are the student's areas for continued growth and improvement? Please list two or three:

Evaluated Competency – Self Management

Category	Indicate your assessment of the student with regard to each of the descriptors below:	Excellent	Above Average	Satisfactory	Needs Improvement	Unsatisfactory	Unable to Evaluate
1. Quality of Work	High standards of personal performance, strives for quality, and puts in extra effort when required.	○	○	○	○	○	○
2. Quantity of Work	High quantity of work produced in a timely and consistent manner.	○	○	○	○	○	○
3. Works Independently	Works well with minimal supervision, and knows the appropriate channels for seeking out assistance.	○	○	○	○	○	○
4. Professional Development	Gains proficiency in assigned duties, asks questions, and seeks advice to improve their personal and professional practice.	○	○	○	○	○	○
5. Reliability	Displays a strong work ethic, adapts to changing work conditions, and meets deadlines.	○	○	○	○	○	○
6. Planning and Organization	Organizes and plans their time to complete duties on schedule, and contributes to efficient workflows.	○	○	○	○	○	○
7. Attitude	Friendly, positive, and enthusiastic.	○	○	○	○	○	○
8. Entrepreneurial Mindset	Demonstrates initiative, creativity, and engagement when appropriate by proposing new ideas to improve efficiency or add value.	○	○	○	○	○	○
9. Professional Responsibility	Demonstrates a sensitivity to and engagement with matters of professional practice, ethics, and the social impact of engineering.	○	○	○	○	○	○

Evaluated Competency – Team Effectiveness

Category	Indicate your assessment of the student with regard to each of the descriptors below:	Excellent	Above Average	Satisfactory	Needs Improvement	Unsatisfactory	Unable to Evaluate
1. Team Work	Thrives in collaborative environments, cooperates with all team members, and proactively cultivates professional networks.	○	○	○	○	○	○
2. Client Focus	Builds durable relationships and engages effectively with clients and external stakeholders.	○	○	○	○	○	○
3. Inclusive Mindset	Values differing perspectives and embraces a diversity of people and ideas in the workplace.	○	○	○	○	○	○
4. Project Management	Demonstrates the ability to think holistically about engineering projects, identifying various aspects of and threats to project success.	○	○	○	○	○	○
5. Leadership	Exhibits potential as a future leader.	○	○	○	○	○	○

Evaluated Competency – Communication

Category	Indicate your assessment of the student with regard to each of the descriptors below:	Excellent	Above Average	Satisfactory	Needs Improvement	Unsatisfactory	Unable to Evaluate
1. Verbal Communication	Communicates effectively; information conveyed is easily understood.	◯	◯	◯	◯	◯	◯
2. Public Speaking	Speaks confidently and accurately when presenting ideas to internal and/or external stakeholders.	◯	◯	◯	◯	◯	◯
3. Written Communication	Demonstrates strong technical writing skills, with jargon free and accurate prose; is always professional in workplace correspondence.	◯	◯	◯	◯	◯	◯
4. Response to Feedback	Seeks and embraces feedback as a way to manage and improve their own performance.	◯	◯	◯	◯	◯	◯

Evaluated Competency – Technical Skills

Category	Indicate your assessment of the student with regard to each of the descriptors below:	Excellent	Above Average	Satisfactory	Needs Improvement	Unsatisfactory	Unable to Evaluate
1. Use of Engineering Tools	Uses engineering tools, including software and computer applications, effectively and appropriately to improve productivity and work quality.	◯	◯	◯	◯	◯	◯
2. Application of Theory	Demonstrates an ability to apply engineering knowledge to create solutions to technical problems.	◯	◯	◯	◯	◯	◯
3. Problem Solving	Excels at identifying, analyzing, and solving problems.	◯	◯	◯	◯	◯	◯
4. Reading Comprehension	Reviews technical documents and drawings to understand implications; able to interpret and summarize key points.	◯	◯	◯	◯	◯	◯
5. Safety and Risk Management	Demonstrates awareness of risks and a relentless safety focus; consistently models the safe use of tools and technology; adheres to all company site safety protocols.	◯	◯	◯	◯	◯	◯

Overall Performance Rating

Note: There should be a general relationship between your assessment regarding the individual descriptors and the overall student performance rating. For example, if a student receives mostly "Excellent" and "Above Average," the overall performance rating should be "Excellent" or "Above Average."

If a student's performance merits a "Needs Improvement" or an "Unsatisfactory," we encourage you to award accordingly. Students receiving an "Unsatisfactory" overall rating will not receive academic credit for the work term. An evaluation of "Needs Improvement" results in an academic grade of "Incomplete," which will be changed to "Credit" should they receive an evaluation of "Satisfactory" or better on their next work term.

◯ **Excellent**: Frequently exceeded expectations; contributed considerable value, overall superior performance

◯ **Above Average**: Routinely met and sometimes exceeded expectations, overall very good performance

◯ **Satisfactory**: Consistently met most or all expectations, overall good performance

◯ **Needs Improvement**: Inconsistently met expectations; uneven performance

◯ **Unsatisfactory**: Rarely met expectations, overall unsatisfactory performance

Additional Comments on the Student's Overall Performance:

I would recommend this student for employment in future work terms and/or following graduation: Yes ◯   No ◯

Student's Comments:

_____   _____
Student's Signature   Date

_____   _____
Supervisor's Signature   Date