

Employer's Evaluation of Student Co-Op
Michael F. Price College of Business
University of Oklahoma

Student Name: _____

Student ID: _____

Organization: _____

Supervisor: _____

Instructions: The Co-Op Student's supervisor should complete this form and discuss it with the student near the end of the experience. More frequent counseling with or without the form is encouraged to enhance communication regarding the student's performance and to facilitate student development during the Co-Op. The student has the responsibility of returning the completed form to the Co-Op Coordinator.

Performance Rating

	<u>Exceeds Standards</u>	<u>Meets Standards</u>	<u>Needs Improvement</u>	
			<u>Some</u>	<u>Much</u>

SKILLS (PLEASE CHECK APPROPRIATE RESPONSE)

- | | | | | |
|--|-------|-------|-------|-------|
| 1. Possesses necessary technical knowledge | _____ | _____ | _____ | _____ |
| 2. Adapts to changing assignments and situations | _____ | _____ | _____ | _____ |
| 3. Able to cooperate and work with others | _____ | _____ | _____ | _____ |

Please comment on deficiencies or exceptional points: _____

PERFORMANCE

- | | | | | |
|--|-------|-------|-------|-------|
| 4. Listens and carries out instructions | _____ | _____ | _____ | _____ |
| 5. Works effectively without close supervision | _____ | _____ | _____ | _____ |
| 6. Meets deadlines and schedules | _____ | _____ | _____ | _____ |
| 7. Produces acceptable quality of work | _____ | _____ | _____ | _____ |
| 8. Produces acceptable quantity of work | _____ | _____ | _____ | _____ |

Please comment on deficiencies or exceptional points: _____

(over)

Performance Rating

	<u>Exceeds Standards</u>	<u>Meets Standards</u>	<u>Needs Improvement</u>	
			<u>Some</u>	<u>Much</u>

JUDGMENT

- | | | | | |
|--|-------|-------|-------|-------|
| 9. Demonstrates ability to make decisions or seek appropriate help | _____ | _____ | _____ | _____ |
| 10. Shows problem-solving ability | _____ | _____ | _____ | _____ |

Please comment on deficiencies or exceptional points: _____

ATTITUDE

- | | | | | |
|---|-------|-------|-------|-------|
| 11. Accepts responsibility and is a self starter | _____ | _____ | _____ | _____ |
| 12. Exhibits interest and enthusiasm about the job | _____ | _____ | _____ | _____ |
| 13. Maintains appropriate dress and grooming habits | _____ | _____ | _____ | _____ |
| 14. Maintains good attendance and punctuality | _____ | _____ | _____ | _____ |
| 15. Adheres to organizational regulations | _____ | _____ | _____ | _____ |

Please comment on deficiencies or exceptional points: _____

Supervisor's overall evaluation of student's performance.

- | | | |
|-------|-----------------------|--|
| _____ | Excellent Performance | (Student exceeds all expectations) |
| _____ | Above Expectations | (Student performed better than expected) |
| _____ | Met Expectations | (Student performed satisfactorily) |
| _____ | Below Expectations | (Student needs substantial improvement) |

Would you consider this student for full-time employment? (Circle one) YES NO

Evaluation has been discussed with student? (Circle one) YES NO

Supervisor's Signature _____ Date _____

Please return to:

Jan J. Nelson (jnelson@ou.edu)
On behalf of: Faculty Advisors/Co-Op Coordinators
Michael F. Price College of Business
Steed School of Accounting
University of Oklahoma
307 West Brooks, Room AH 200
Norman, Oklahoma 73019