



# Appendix A

## COOPERATIVE WORK EXPERIENCE STUDENT EVALUATION

Name of Student \_\_\_\_\_

Employer \_\_\_\_\_

Date \_\_\_\_\_ Term \_\_\_\_\_

*Circle your evaluation of the following qualities of this student as shown by his or her job performance.*

<b>Personal Traits</b>	<i>Below Average</i>	<i>Average</i>	<i>Above Average</i>
Cooperation and teamwork	1	2	3
Attendance and promptness	1	2	3
Grooming and appearance	1	2	3
Trustworthiness and reliability	1	2	3
Alertness	1	2	3
Courtesy and tact	1	2	3
Discretion in the workplace	1	2	3
Favorable attitude toward work	1	2	3
Persistence	1	2	3
Self-control	1	2	3
Dependability	1	2	3

*Total Points:*  
\_\_\_\_/11 = \_\_\_\_

<b>Ability to Learn</b>	<i>Below Average</i>	<i>Average</i>	<i>Above Average</i>
Follows instructions	1	2	3
Shows willingness to learn	1	2	3
Shows initiative	1	2	3
Organizes work	1	2	3
Listens	1	2	3

*Total Points:*  
\_\_\_\_/5 = \_\_\_\_

<b>Quality of Work</b>	<i>Below Average</i>	<i>Average</i>	<i>Above Average</i>
Accurate	1	2	3
Neat	1	2	3
Thorough	1	2	3
Productive	1	2	3
Time-Conscious	1	2	3
Proud of Work	1	2	3
Prepares error-free documents	1	2	3

*Total Points:*  
\_\_\_\_/7 = \_\_\_\_

**Cooperative Work Experience: Student Evaluation (continued)**

<b>Quantity &amp; Thoroughness of Work</b>	<i>Below Average</i>	<i>Average</i>	<i>Above Average</i>
Proficient use of computers	1	2	3
Completes assigned tasks	1	2	3
Completes work requiring math	1	2	3
Problem Solving	1	2	3

*Total Points:*  
\_\_\_\_/4 = \_\_\_\_

<b>Public Relations</b>	<i>Below Average</i>	<i>Average</i>	<i>Above Average</i>
Ability to Meet Public	1	2	3
Diplomacy/Maintaining Confidentiality	1	2	3
Poise	1	2	3
Sense of Humor	1	2	3
Enthusiasm	1	2	3
Adaptability	1	2	3

*Total Points:*  
\_\_\_\_/6 = \_\_\_\_

*Are there any specific skills or work functions the student learned to do successfully based upon the standards of your organization?*

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**SKILL IMPROVEMENT** – Please check any of the skills in which the student **NEEDS** to improve for successful performance on the job.

- |   |  |
|---|--|
| <input type="checkbox"/> Computer Competency<br><input type="checkbox"/> Handwriting<br><input type="checkbox"/> Spelling<br><input type="checkbox"/> Taking phone messages/notes/dictation<br><input type="checkbox"/> Copying<br><input type="checkbox"/> Typing<br><input type="checkbox"/> Following Instructions | <input type="checkbox"/> English usage (grammar)<br><input type="checkbox"/> Telephone/etiquette<br><input type="checkbox"/> Keeping records<br><input type="checkbox"/> Calculating machine or other machines<br><input type="checkbox"/> Speaking<br><input type="checkbox"/> Filing<br><input type="checkbox"/> Listening |
|---|--|

**NEEDS IMPROVEMENT**

- Personal Traits            \_\_\_ Yes \_\_\_ No    If yes, explain: \_\_\_\_\_
- Ability to learn            \_\_\_ Yes \_\_\_ No    If yes, explain: \_\_\_\_\_
- Quality of work            \_\_\_ Yes \_\_\_ No    If yes, explain: \_\_\_\_\_

Quantity & Thoroughness \_\_\_Yes \_\_\_No If yes, explain:\_\_\_\_\_

Public Relations \_\_\_Yes \_\_\_No If yes, explain:\_\_\_\_\_

**COMMENTS & RECOMMENDATIONS:**\_\_\_\_\_

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Signed:\_\_\_\_\_ Date: \_\_\_\_\_

**OVERALL STUDENT EVALUATION**

*In your opinion, what kind of employee do you predict this student will be: **(Circle One)***

**Below Average (C)**  
Not ready for hire

**Average (B)**  
Likely Candidate to Hire

**Above Average (A)**  
Hire & Promote

\_\_\_\_Please initial your agreement to send a copy of this evaluation to the student.

Thank you for your participation in our BMCC CWE program.

*Please FAX this entire completed form to:  
Teresa Quesenberry, Instructor  
541-278-5177*