



Employer's Evaluation of Co-op Student (Engineering Technology)

Student _____ Work Period _____

Employer _____ Date _____

Instructions: The immediate supervisor will evaluate the student objectively, comparing him/her with other students of comparable academic level, with other personnel assigned the same or similarly classified jobs, or with individual standards.

ATTITUDE		ABILITY TO LEARN		DEPENDABILITY													
<input type="checkbox"/>	Outstanding in enthusiasm	<input type="checkbox"/>	Learned work exceptionally well	<input type="checkbox"/>	Completely dependable												
<input type="checkbox"/>	Very interested and industrious	<input type="checkbox"/>	Learned work readily	<input type="checkbox"/>	Above average in dependability												
<input type="checkbox"/>	Average in diligence and interest	<input type="checkbox"/>	Average in understanding work	<input type="checkbox"/>	Usually dependable												
<input type="checkbox"/>	Somewhat indifferent	<input type="checkbox"/>	Rather slow in learning	<input type="checkbox"/>	Sometimes neglectful or careless												
<input type="checkbox"/>	Definitely not interested	<input type="checkbox"/>	Very slow to learn	<input type="checkbox"/>	Unreliable												
INITIATIVE		QUALITY OF WORK		RELATIONS WITH OTHERS													
<input type="checkbox"/>	Proceeds well on his/her own	<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Exceptionally well accepted												
<input type="checkbox"/>	Goes ahead independently at times	<input type="checkbox"/>	Very Good	<input type="checkbox"/>	Works well with others												
<input type="checkbox"/>	Does all assigned work	<input type="checkbox"/>	Average	<input type="checkbox"/>	Gets along satisfactorily												
<input type="checkbox"/>	Hesitates	<input type="checkbox"/>	Below Average	<input type="checkbox"/>	Has difficulty working with others												
<input type="checkbox"/>	Must be pushed frequently	<input type="checkbox"/>	Very Poor	<input type="checkbox"/>	Works very poorly with others												
MATURITY—POISE		QUANTITY OF WORK		JUDGMENT													
<input type="checkbox"/>	Quite poised and confident	<input type="checkbox"/>	Unusually high output	<input type="checkbox"/>	Exceptionally mature in judgment												
<input type="checkbox"/>	Has good self-assurance	<input type="checkbox"/>	More than average	<input type="checkbox"/>	Above average decision-making												
<input type="checkbox"/>	Average maturity and pose	<input type="checkbox"/>	Normal amount	<input type="checkbox"/>	Usually makes the right decision												
<input type="checkbox"/>	Seldom asserts himself/herself	<input type="checkbox"/>	Below Average	<input type="checkbox"/>	Often uses poor judgment												
<input type="checkbox"/>	Timid	<input type="checkbox"/>	Low output, slow	<input type="checkbox"/>	Consistently uses bad judgment												
<input type="checkbox"/>	Brash																
ATTENDANCE		<input type="checkbox"/>	Regular	<input type="checkbox"/>	Irregular	PUNCTUALITY		<input type="checkbox"/>	Regular	<input type="checkbox"/>	Irregular						
OVERALL PERFORMANCE		<input type="checkbox"/>	Outstanding	<input type="checkbox"/>	Very Good	<input type="checkbox"/>	Average	<input type="checkbox"/>	Marginal	<input type="checkbox"/>	Unsatisfactory	This report has been discussed with the student		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

What traits may help/hinder the student's advancement?

Additional remarks:

Student Signature _____ Supervisor Signature _____

College of Engineering - Tennessee Technological University
CO-OP EMPLOYER SURVEY

Student's major: **Engineering Technology**

Please indicate "workplace" skills that your company considers important for newly hired engineers. A "workplace" skill is an ability that may not be part of the engineering curriculum.

Your response to the following questions will aid in the assessment of your experience with, and knowledge of, the cooperative education student majoring in one of the academic departments in the College of Engineering at Tennessee Technological University.

Comment on the above "workplace" skills of the student during their co-op employment by indicating your level of agreement with each of the following statements (A response marked "Unknown" indicates that you do not have sufficient information for an opinion).	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Unknown
Demonstrates "workplace" skills identified above in daily tasks and projects	<input type="checkbox"/>					
Establishes goals, plans tasks, meets objectives	<input type="checkbox"/>					
Displays an ability to design systems, components, or processes meeting specified needs for broadly-defined* engineering problems	<input type="checkbox"/>					
Displays an ability to conduct standard tests, measurements, and experiments and to analyze and interpret the results to improve processes	<input type="checkbox"/>					
Applies knowledge, techniques, skills, and modern tools of math, science, engineering, and technology to solve broadly-defined engineering problems	<input type="checkbox"/>					
Functions effectively as a member as well as a leader on technical teams	<input type="checkbox"/>					

Your response to the following additional questions will aid in the assessment of various general skills, aptitudes and attitudes that the undergraduate curriculum is designed to develop in our students.

Indicate your level of agreement with each of the statements below (Unknown indicates that you do not have sufficient information for an opinion).	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Unknown
Works effectively with other employees	<input type="checkbox"/>					
Demonstrates a commitment to professional development	<input type="checkbox"/>					
Produces effective written communications to targeted audiences	<input type="checkbox"/>					
Produces effective oral presentations to targeted audiences	<input type="checkbox"/>					
Demonstrates effective graphical communication for targeted audiences	<input type="checkbox"/>					
Identifies and uses appropriate technical literature	<input type="checkbox"/>					
Recognizes professional and ethical responsibilities	<input type="checkbox"/>					

Definitions:

*Broadly-defined engineering problems are practical, broad in scope, relatively complex, and involve a variety of resources; use new processes, materials, or techniques in innovative ways; and may require extension of standard operating procedures.:

College of Engineering - Tennessee Technological University

CO-OP EMPLOYER SURVEY

Please indicate below and respond accordingly regarding the following career competencies of the student, during their co-op employment, by indicating your level of agreement with each of the following statements (A response marked “Unknown” indicates you do not have sufficient information to form an opinion).

Student Name: _____ Employer: _____

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Unknown
Career & Self-Development Student exhibits awareness of their strengths and weaknesses, navigation of career opportunities, and ability to network to build relationships within your organization.						
Communication Student can clearly and effectively exchange information, ideas, facts and perspectives with persons inside and outside of your organization.						
Critical Thinking Student can identify and respond to needs based upon an understanding of situational context and logistical analysis of relevant information.						
Equity & Inclusion Student has the ability to demonstrate awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures within your organization.						
Leadership Student recognizes and capitalizes on personal and team strengths to achieve organizational goals.						
Professionalism Student has the ability to know work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.						
Teamwork Student can build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.						
Technology Student understands and leverages technology ethically to enhance efficiencies, complete tasks, and accomplish goals within the organization.						