



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

Student _____ Work Period _____ Major _____

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"/> Brash	<input type="checkbox"/> Low output, slow	<input type="checkbox"/> Consistently uses bad judgment			
ATTENDANCE		<input type="checkbox"/> Regular	<input type="checkbox"/> Irregular	PUNCTUALITY	
				<input type="checkbox"/> Regular	<input type="checkbox"/> Irregular
OVERALL PERFORMANCE	Outstanding	Very Good	Average	Marginal	Unsatisfactory
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					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 _____

Tennessee Technological University
CO-OP EMPLOYER SURVEY
(Non-Engineering Majors)

	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
a	Efficiently manages their assigned duties and responsibilities						
b	Demonstrates an ability to work independently						
c	Demonstrates a commitment to professional development						
d	Participates in activities that serve the profession and/or public						

Please indicate “workplace” skills that your company considers important for newly hired employees. A “workplace” skill is an ability that may not be part of the student's academic curriculum.

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
1	Works effectively with other employees						
2	Identifies, formulates and solves problems						
3	Understands professional and ethical responsibilities						
4	Produces effective written communications						
5	Delivers effective oral presentations						
6	Understands the global/societal impact of the work they are doing						
7	Recognizes the need for engaging in life-long learning						
8	Understands contemporary employment issues						

Please provide any additional comments on observed strengths/weaknesses in the co-op student:

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.						