COOPERATIVE EDUCATION EMPLOYER EVALUATION FORM
GORDON COLLEGE

Student Name: ______________________ Supervisor: ______________________

Company Name: ______________________ Work Period: ______________________

Please express your candid opinion of this student as a worker in your employ. This information will be utilized in the guidance, counseling and evaluation of the student.

1. **ATTITUDE** (appearance, outlook, courtesy, responsiveness, mood):

2. **PERSONALITY AND MATURITY** (friendliness, self-confidence, professionalism, sense of humor):

3. **COMMUNICATION SKILLS** (vocabulary, grammar, clarity, persuasiveness):
   - **ORAL:**
   - **WRITTEN:**

4. **MENTAL ALERTNESS AND ABILITY** (logic, discretion, inquiring mind, potential for growth):

5. **MOTIVATION AND DRIVE** (initiative, energy level):

6. **INTEREST** (enthusiasm, knowledge of profession):

7. **LEADERSHIP ABILITY** (desire to organize and direct, willingness to accept responsibilities):

- over please -
8. OVERALL QUALITY OF WORK:

9. AREAS FOR FURTHER GROWTH:

10. GENERAL EVALUATION:

- Attendance and punctuality
- Reliability
- Peer/colleague relations
- Relations with supervisor(s)
- Understanding of position
- Initiative
- Overall job performance

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<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
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Please provide any additional comments concerning the Cooperative Education Program or the job performance of the student you supervised.

This report has been discussed with the student

Yes_____No_____  

Supervisor’s signature ______________________________ Date ______________

Please be aware that excerpts of this evaluation may be used in literature marketing the Cooperative Education Program. Thank you for your time in completing this form!

Please return to:

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E career-services@gordon.edu