

**PROFESSIONAL PRACTICE PROGRAMS
CO-OP STUDENT PERFORMANCE APPRAISAL**

(To be completed by employer at the conclusion of Co-Op term)

Student:

Employer:

Major: _____ Location:

Graduation Date:

GPA:

Date:

WorkSession: 1 2 3 4 5

Faculty Coordinator:

The Professional Practice student whose name appears above is nearing the completion of a work period. As the immediate supervisor, your appraisal of the student's performance is important to the Co-Op Student and to Purdue University. Would you please complete this form and discuss your appraisal with the student assigned to you? It is the student's responsibility to see that this completed form is returned to the Faculty Coordinator listed above within the first week of the upcoming academic session.

In each category below, please provide comments regarding this student's job performance.

INTRAPERSONAL COMPETENCIES

How would you appraise the student as it pertains to *confidence, drive, self-motivation, and enthusiasm*?

INFORMATION SYNTHESIS

How would you appraise the student as it pertains to *listening skills, comprehension, and persuasiveness*?

INTERPERSONAL COMPETENCIES

How would you appraise the student as it pertains to *human relations, credibility, and assertiveness*?

WORKPLACE READINESS

How would you appraise the student as it pertains to *technical fluency, conceptual skills, and organization*?

RELATIVE PROGRESS

Does this student appear to be making satisfactory progress for his/her stage of development? Explain.

WORKPLACE VALUE

What suggestions do you have for this student which might increase his/her value to the organization?

FUTURE OPPORTUNITIES

Describe the anticipated work assignment for this student's next work session.

SIGNATURES

X

Co-Op Student

X

Supervisor

X

Employer Co-Op Coordinator

	Outstanding	Above Average	Satisfactory	Below Average	Unsatisfactory
Dependability - is prompt; follows directions; trustworthy; meets obligations					
Adaptability - Catches on quickly; follows detailed instructions well; can switch jobs easily					
Job Attitude - Enthusiastic; a good team worker; willing to cooperate; accepts ideas; desires to improve; shows interest; works well with others					
Job Knowledge - Has required knowledge and command of job skills; uses skills and knowledge well; a self-starter; seeks improvement					
Quality of Work - Does a good job; accurate; neat; consistent					
Initiative - Works well with minimal supervision; seeks things to do; seeks more responsibility					
Accepts Suggestions - Eager to improve; seeks assistance; accepts and adopts constructive criticism					
Loyalty - Has feeling for business; keeps confidences; exhibits concern					
Safety Awareness - Aware of safety procedures and hazards; appropriately cautious; concerned for orderliness					
Overall Rating					