



Employer Written Evaluation of Student

- Ensure that your immediate supervisor completes this form.
- Get some solid feedback that you can build on for your next work term and future career success.

Student Name: _____ Date: _____

Supervisor: _____ Direct Line: _____

Company: _____ Email: _____

Location: _____ Address: _____

Work term:

Jan-Apr May-Aug Sep-Dec Year: 20__

Work Term Number: _____

NVIT Student Program: _____

TO THE EMPLOYER AND SUPERVISOR OF STUDENT

- We encourage you to discuss your evaluation with the student before she/he/they leaves the Work Term. Our students welcome feedback on their job performance and see constructive criticism as part of the learning process.
- NVIT also welcomes feedback on our programs. Please use the box on the last page to record your comments.
- Please complete this form before the end of the Work Term and return it to the address below.

Thank you for playing a key role in making the NVIT Co-operative Education Programs a success!

PLEASE RETURN TO:

Co-operative Education Department
Nicola Valley Institute of Technology
4155 Belshaw Street
Merritt, BC V1K 1R1

Tel: 250-378-3385
Fax: 250-378-3332
Email: mhohner@nvit.bc.ca
website: nvit.ca

Employer Evaluation of Student



Interest in work					
High interest in job. Very enthusiastic.	More than average amount of interest and enthusiasm for job.	Satisfactory amount of interest and enthusiasm for job.	Interest spasmodic. Occasionally enthusiastic.	Little interest or enthusiasm for job.	
Initiative					
Self-started. Looks for work to do. Asks for new jobs.	Acts voluntarily in most matters	Acts voluntarily in routine matters	Relies on others. Must be told frequently what to do.	Usually waits to be told what to do next.	
Organization and Planning					
Does an excellent job of planning and organizing work	Very good job or organizing work	Does a normal job of planning and organizing.	More often than not fails to organize and plan work effectively	Consistently fails to organize and plan work effectively.	
Ability to Learn					
Consistently fails to organize and plan work effectively.	Quick to learn	Average	Slow to learn	Very slow to learn	
Quality of Work					
Very thorough in performing work. Errors are very few if any.	Good Work. Few Errors	Work usually passes review. Has normal amount of errors.	More than average amount of errors for a trainee.	Work usually done in careless manner. Often makes errors.	
Quantity of Work					
Highly productive	More than expected	Expected amount for a student.	Less than expected.	Very low.	
Judgement					
Exceptionally good. Decisions are based on thorough analysis of problem.	Uses good common sense. Usually makes good decisions.	Judgement usually good in routine situations	Judgement often unreliable.	Poor judgement. Jumps to conclusions without sufficient knowledge.	
Dependability					
Can always be depended on in any situation.	Can usually be depended on in most situations	Can be depended upon in routine situations.	Somewhat unreliable, needs above average checking.	Unreliable.	
Interpersonal Skills					
Always work in harmony with others. An excellent team worker.	Congenial and helpful. Works well with associates.	Most relations with others are harmonious under normal circumstances.	Difficult to work with at times. Sometimes has difficulty with others.	Frequently quarrelsome and causes friction.	
Leadership Qualities					
Excellent, promotes enthusiasm, can direct others.	Above average. Has good leadership potential.	Adequate. Can take on leadership role if required.	Poor, unable to motivate and organize the work of others	Not approachable.	
Response to Supervision					
Expresses appreciation and takes prompt action on suggestions by supervisor. Very open-minded and confident.	Willingly accepts suggestions and feedback by supervisor.	Accepts suggestions by supervisor in a satisfactory manner.	Reluctantly accepts suggestions and criticism by supervisor. Sometimes fails to recognize own limitations and need to ask for direction.	Resents suggestions and criticism by supervisor or needs close supervision or has difficulty in accepting change. (Underline appropriate phrase)	

Written Communication									
	Always clear, well organized, concise readable with few errors.		Normally very clear, well organized and easily read.		Satisfactory, occasionally encounters difficulty in writing clearly and concisely.		Not clear to the extent that it causes confusion or interferes with the performance of work.		Unsatisfactory written skills
Listening Skills									
	Excellent listening skills. Comprehends what is requested. Ensures there are no misunderstandings.		Listens effectively. If misunderstandings occur, usually asks for clarification.		Satisfactory listening skills.		Poorer than expected. Too many misunderstandings. Does not repeat or clarify instructions.		Unsatisfactory listening skills.
Adaptation to Formal Organizations, Rules and Policies									
	Excellent, adapted to and recognized formal organization structures, rules and policies.		Has above average understanding of how an organization operates.		Adequate. Accepts own role within organization.		Poor, refused to recognize formal procedures and rules		Even after direction from supervisor, refuses to follow rules.
Use of Technology, Instruments, Tools and Information Systems									
	Excellent knowledge and use of available technologies, tools etc.		Above average knowledge and use of tools etc.		Satisfactory knowledge of tools etc.		Less than expected		Inadequate knowledge and use of tools etc.
Troubleshooting and Problem Solving Skills									
	Excellent, shows clear train of thought and logical steps followed.		Very good. Shows clear thought process. Is able to solve problems.		Satisfactory troubleshooting and problem solving skills.		Slow to determine source of problem and determine viable solutions.		Inadequate problem solving skills.

Attendance		Punctuality		Grooming			
<input type="checkbox"/>	Regular	<input type="checkbox"/>	Irregular	<input type="checkbox"/>	Regular	<input type="checkbox"/>	Irregular

Areas of Strength	Areas for Improvement
1.	1.
2.	2.

Overall Performance														
+ Outstanding -			+ Very Good -			+ Average -			+ Marginal -			+ Unsatisfactory -		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This evaluation has been discussed with the student.

Yes No

Do you wish to have this student return next work term if employment is available?

Yes No

Comments on Student's Overall Performance:

Student's Comments:

Employer comments on NVIT Program (curriculum, pre-employment prep, Co-op services, etc.)

Supervisor's Signature

Title

Department

Date
