

## Student Performance Evaluation

Use this form to help guide your performance conversations. Your supervisor will complete the online version in WaterlooWorks. For more information, contact your co-op advisor.

Winter (Jan - Apr)       Spring (May - Aug)       Fall (Sep - Dec)      Year: 20 \_\_\_\_\_

Student Name: \_\_\_\_\_ Organization: \_\_\_\_\_

ID No.: \_\_\_\_\_ Job Title: \_\_\_\_\_

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## Supervisor's guidelines for completion

**MID-TERM REVIEW (not required, strongly recommended)** - Please use this form as a guideline to conduct a mid-term review with your co-op student. A mid-term discussion can assist with their work term performance, including topics such as:

- Progress towards overall expectations and goals
- Student's work performance so far
- Training or mentoring resources required for remainder of work term

Please note: the mid-term review is not included as part of a student's work term record

**END OF TERM EVALUATION (Required)** - The end-of-term performance evaluation allows the supervisor and student to fulfill the evaluation process. Supervisor's must submit the Student Performance Evaluation for their co-op student(s) to complete their work term and receive their work term credit.

**RATING SCALE GUIDANCE** - This evaluation does not constitute an employment endorsement or recommendation. Employer evaluations of student contributions and achievements during the work term are conducted as part of the University of Waterloo's Co-operative (Co-op) Education model. Like academic grades, overall evaluations are part of the assessment of a student's progress in the co-op portion of their degree studies. These assessments are completed using a framework set out by the University, not the employer, and do not reflect the employer's criteria or assessment metrics.

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## Guidelines for evaluation scales

**Performance Expectations** - these scales measure the skills, abilities, and knowledge that all co-op students are expected to progressively attain and refine as they advance through their years of study and prepare to enter the future workforce.

Consider the student's performance in relation to your expectations for their position, and please evaluate according to the following scale:

4 – <b>Strong performance</b> ; exceeded expectations in this area
3 – <b>Good performance</b> ; met expectations in this area
2 – <b>Developing performance</b> ; somewhat below expectations in this area
1 – <b>Poor performance</b> ; significantly below expectations in this area
<b>Not observed</b> – insufficient opportunity to observe the student's performance in this area

### Expand and Transfer Expertise

Student demonstrates the ability to:	Not Observed	1 Poor Performance	2 Developing Performance	3 Good Performance	4 Strong Performance
learn job duties and work processes					
locate, evaluate, and use information effectively					
draw reasoned conclusions from multiple sources of information					
learn and employ technical skills necessary for the role					
apply skills and prior knowledge from academic program and/or previous work experience					

### Design and Deliver Solutions

Student demonstrates the ability to:	Not Observed	1 Poor Performance	2 Developing Performance	3 Good Performance	4 Strong Performance
deliver quality work					
meet deadlines and cope with workplace pressures					
analyze problems and evaluate alternative solutions					
engage in work with curiosity; ask questions to understand more than the work assigned					
identify opportunities for improvement within the team and/or organization					

### Develop Self

Student demonstrates the ability to:	Not Observed	1 Poor Performance	2 Developing Performance	3 Good Performance	4 Strong Performance
adapt to changing priorities and circumstances					
recognize limits of knowledge, skills and abilities					

respond well to direction and incorporate feedback on performance					
seek new tasks and responsibilities					
seek opportunities to learn					

**Build Relationships**

Student demonstrates the ability to:	Not Observed	1 Poor Performance	2 Developing Performance	3 Good Performance	4 Strong Performance
write clearly and effectively					
orally convey ideas and information clearly and effectively					
collaborate well with others; both co-workers and supervisor/senior leaders					
demonstrate ethical conduct in the workplace					
show understanding and sensitivity to the needs and differences of others in the workplace (e.g. ethnicity, religion, language, etc.)					

**Top 3 Areas of Strength**

Please select your student's **top 3 areas** of strength demonstrated during this work term. For more information on these 12 competencies, please see the [Future Ready Talent Framework](http://uwaterloo.ca/future-ready-talent-framework) (uwaterloo.ca/future-ready-talent-framework). **(Optional)**

Discipline and context specific skills	
Information and data literacy	
Technological agility	
Self-management	
Self-assessment	
Lifelong learning and career development	
Communication	
Collaboration	
Intercultural effectiveness	
Innovation mindset	
Critical thinking	
Implementation	
Other:	

**Please provide any additional comments on your student's top 3 areas of strength. (Optional)**

### Top 3 Areas for Development

Please select your student's **top 3 areas** for development identified during this work term. For more information on these 12 competencies, please see the [Future Ready Talent Framework](http://uwaterloo.ca/future-ready-talent-framework) (uwaterloo.ca/future-ready-talent-framework). **(Optional)**

Discipline and context specific skills	
Information and data literacy	
Technological agility	
Self-management	
Self-assessment	
Lifelong learning and career development	
Communication	
Collaboration	
Intercultural effectiveness	
Innovation mindset	
Critical thinking	
Implementation	
Other:	

Please provide any additional comments on your student's top 3 areas for development. **(Optional)**

### United Nations' Sustainable Development Goals (SDGs)

Think about your student's role during their work term, please select the main SDGs that you believe the student impacted.

Refer to [CEE's Sustainability webpage](#) for more info on the United Nations' Sustainable Development Goals (UN's SDGs) and the 'SDGs at Work' activity. Participation in the activity is not required for a response to this question.

No Poverty	
Zero Hunger	
Good Health and Well-Being	
Quality Education	
Gender Equality	
Clean Water and Sanitation	
Affordable and Clean Energy	
Decent Work and Economic Growth	
Industry, Innovation and Infrastructure	
Reduced Inequalities	
Sustainable Cities and Communities	
Responsible Consumption and Production	
Climate Action	
Life Below Water	
Life on Land	
Peace, Justice and Strong Institutions	
Partnerships for the Goals	

## OVERALL PERFORMANCE RATING

### Outstanding Performance

- The student has significantly exceeded all behavioural and developmental performance expectations in respect to output, quality standards, delivery of goals and assignments.
- This rating is reserved for only those few students who have distinguished themselves by their unique contribution or exceptional performance.
- The student receives credit for the work term on their academic record.
- If you believe your co-op student delivered outstanding contributions to your organization and demonstrated performance beyond their job responsibilities, please encourage them to submit a nomination for a [Co-op Student of the Year Award](http://uwaterloo.ca/co-operative-education/co-op-student-awards/co-op-student-year-awards) (uwaterloo.ca/co-operative-education/co-op-student-awards/co-op-student-year-awards).

Your written comments are required below in order to register the rating of Outstanding:

### Excellent Performance

- The student has exceeded all performance expectations in respect to output, quality standards, delivery of goals and assignments.
- The supervisor is delighted with this student's performance.
- The student receives credit (CR) for the work term on their academic record.

### Very Good Performance

- The student met all, and exceeded some, performance expectations in respect to output, quality standards, delivery of goals and assignments.
- The supervisor is very pleased with this student's performance.
- The student receives credit (CR) for the work term on their academic record.

### Good Performance

- The student met performance expectations in respect to output, quality standards, delivery of goals and assignments.
- The supervisor is pleased with this student's performance.
- The student receives credit (CR) for the work term on their academic record.

### Satisfactory Performance

- The student has not fully met the performance expectations in respect to output, quality standards, delivery of goals and assignments.
- The supervisor is mostly satisfied with the student's performance.
- The student receives credit (CR) for the work term on their academic record.

### Marginal Performance

- Overall performance requires improvement and/or certain key aspects of performance require improvement while other aspects may be satisfactory.
- The supervisor is displeased with this student's performance.
- The student receives credit (CR) for the work term on their academic record.

### Unsatisfactory Performance

- The student did not meet performance requirements.
- This rating represents a failure of the work term.
- The student receives a "No credit granted" (NCR) for the work term on their academic record.

Supervisor's Comments - Please comment on the student's overall job performance:

**Supervisor's Recommendations - Please provide your recommendations for the student's personal and/or professional development (Optional):**

**Did you review the completed evaluation form with the student? (Please ensure the student has a copy)**

**(Required)**

Yes [ ] No [ ]

**Student's Comments - Please comment on your overall performance including your ability to achieve learning objectives and your future employment expectations:**

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### **Future Employment Potential**

Do you wish to have the student return for the next work term? (Required)

Yes [ ] No [ ] Not Applicable [ ]

If yes, have you offered to re-employ the student for the next work term?

Yes [ ] No [ ] To be determined [ ]

If yes, how did the student respond to your offer?

Accepted [ ] Declined [ ] Is Undecided [ ]

If the student has accepted please confirm:

Work term Dates: From:                      To:

To be determined *Co-operative Education will contact you to confirm new job details.*

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**Supervisor's Name (Please Print)**  
**(Required)**

**Signature**

**Title**

**Date**

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**Student's Signature**

**Date**

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**Manager/Human Resources Signature (Optional)**

**Title**

**Date**