

# WATERLOO | CO-OPERATIVE EDUCATION

## WATERLOO EXPERIENCE (WE) ACCELERATE PROJECT EVALUATION

200 University Avenue West  
Waterloo, ON, Canada N2L 3G1  
Telephone: 519-888-4026  
waterlooworks@uwaterloo.ca  
uwaterloo.ca/hire

Winter (Jan - Apr)

Spring (May - Aug)

Fall (Sep - Dec)

Year: 20\_\_\_\_

Student Names: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WE Accelerate Stream: \_\_\_\_\_  
WE Accelerate Project Team Number: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Evaluator Name: \_\_\_\_\_  
Evaluator Email Address: \_\_\_\_\_  
Evaluator Phone Number: \_\_\_\_\_

### PROJECT SUPERVISOR'S GUIDELINES FOR COMPLETION

At the end of each WE Accelerate project experience, project supervisors must complete this form to evaluate the performance of their assigned student team(s) with respect to output, quality standards, delivery of goals and assignments. Receiving a project evaluation of "marginal" or higher is required in order for the students on your team(s) to receive credit for their WE Accelerate work term overall ([one of four mandatory components](#)).

Please complete one evaluation form per team, with an overall performance rating assigned for the entire group of students. If you would like to provide individual feedback to the students, we encourage you to do so on an individual basis outside of this form. Students will also be required to complete a team assessment to provide feedback on project contributions by themselves and other team members. Once a student has completed all mandatory components and has successfully achieved co-op credit, the overall performance rating assigned below will be applied to students' records for future employers to see.

**Once completed, please email a copy of this evaluation to each student and submit to [hirewaterloospecial@uwaterloo.ca](mailto:hirewaterloospecial@uwaterloo.ca).**

If possible, we suggest that you conduct regular check-ins to assist with your student team while completing your project. Using this form as a guideline, these ongoing conversations can be an opportunity for the supervisor and student team to discuss topics such as progress towards overall expectations and goals, your student team's project performance so far, or any training, mentoring or support required for remainder of the project experience.

**Optional:** For an overview of how we typically evaluate our students' performance across 12 core competencies required for the future of work, review the [Future Ready Talent Framework](http://uwaterloo.ca/future-ready-talent-framework) (uwaterloo.ca/future-ready-talent-framework).

### OVERALL PERFORMANCE RATING FOR PROJECT TEAM (Page 1 of 2)

#### Outstanding Performance

- The student team has significantly exceeded all performance expectations in respect to output, quality standards, delivery of goals and assignments.
- This rating is reserved for student teams who have distinguished themselves by their unique contribution or exceptional performance.

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

#### Excellent Performance

- The student team has exceeded all performance expectations in respect to output, quality standards, delivery of goals and assignments.
- Receiving this rating means the manager is delighted with this student team's performance.

<p><b>Very Good Performance</b></p> <ul style="list-style-type: none"> <li>• The student team has met all and exceeded some performance expectations in respect to output, quality standards, delivery of goals and assignments.</li> <li>• Receiving this rating means the manager is very pleased with this student team's performance.</li> </ul>	
<p><b>Good Performance</b></p> <ul style="list-style-type: none"> <li>• The student team meets performance expectations in respect to output, quality standards, delivery of goals and assignments.</li> <li>• Receiving this rating means the manager is pleased with this student team's performance.</li> </ul>	
<p><b>Satisfactory Performance</b></p> <ul style="list-style-type: none"> <li>• The student team has not fully met the performance expectations in respect to output, quality standards, delivery of goals and assignments.</li> <li>• Receiving this rating means the manager is mostly satisfied with the student team's performance.</li> </ul>	
<p><b>Marginal Performance</b></p> <ul style="list-style-type: none"> <li>• Overall performance requires improvement and/or certain key aspects of performance require improvement while other aspects may be satisfactory.</li> <li>• Receiving this rating means the manager is displeased with this student team's performance.</li> </ul>	
<p><b>Unsatisfactory Performance</b></p> <ul style="list-style-type: none"> <li>• The student team did not meet performance requirements.</li> <li>• This rating represents a failure of the Waterloo Experience (WE) Accelerate work term and will be reflected as such on the student's academic record.</li> </ul>	

**Optional - comment on any areas of strength:**

**Optional - comment on any areas for development:**

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

Yes [  ] No [  ]

---

**Supervisor's Name (Please Print)**                      **Signature**                      **Title**                      **Date**  
**(Required)**