

WATERLOO EXPERIENCE (WE) ACCELERATE

TEAM-BASED PROJECT EVALUATION FORM

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: _____
Organization: _____
Project Name: _____
Evaluator Name: _____
Evaluator Email Address: _____
Evaluator Phone Number: _____

GUIDELINES FOR COMPLETION

During your WE Accelerate project experience, we suggest that you conduct regular check-ins with your student team to help guide their work and discuss their progress and performance so far. Using this form to guide these conversations can be a helpful way to set expectations and ensure you are on the same page throughout your time together.

At the end of each project experience, project supervisors must evaluate their students' performance with respect to output, quality standards, and delivery of goals and assignments. Receiving a project evaluation of "marginal" or higher is required in order for the students to receive credit for their WE Accelerate work term overall (one of three mandatory components). This overall rating will be applied to the students' records for future employers to see.

Please use this form if you are choosing to evaluate your student team as a whole, with every team member receiving the same overall performance rating. If you have worked closely with your student team and want to assign a variety of performance ratings based on individual contributions, please use the individual evaluation form, instead.

Once completed, please email a copy of this evaluation to each student and submit to wea@uwaterloo.ca.

OVERALL PERFORMANCE RATING FOR PROJECT TEAM

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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.

Very Good Performance

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

Good Performance

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

Satisfactory Performance

- The student team has not fully met the performance expectations in respect to output, quality standards, delivery of goals and assignments.
- Receiving this rating means the manager is mostly satisfied with the student team's performance.

Marginal Performance

- Overall performance requires improvement and/or certain key aspects of performance require improvement while other aspects may be satisfactory.
- Receiving this rating means the manager is displeased with this student team's performance.

Unsatisfactory Performance

- The student team did not meet performance requirements.
- 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.

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)
(Required)**

Signature

Title

Date