

STUDENT PERFORMANCE EVALUATION

Please note that this form is the accessible version.

Print, then give this form to your supervisor. For more information, contact your student advisor. An online version of this form is available in WaterlooWorks.

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

Student Name: _____ Organization: _____

ID No.: _____ Job Title: _____

SUPERVISOR'S GUIDELINES FOR COMPLETION

MID-TERM REVIEW (not required, strongly recommended) - Please conduct a mid-term review with your student to assist in their progress during the work term. Using this form as a guideline, the mid-point discussion is an opportunity for the supervisor and student to discuss 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. The return of this completed evaluation form is required for completion of the student's work term.

SUPERVISOR'S GUIDELINES FOR COMPLETION

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 – Strong performance ; exceeded expectations in this area |
| 3 – Good performance ; met expectations in this area |
| 2 – Developing performance ; somewhat below expectations in this area |
| 1 – Poor performance ; significantly below expectations in this area |
| Not observed – 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)**

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.
- If you feel that your co-op student provided an exceptional contribution to your organization that has proven them to go above and beyond their job description, please consider nominating them 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.
- Receiving this rating means the manager is delighted with this student's performance.

Very Good Performance

- The student 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's performance.

Good Performance

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

Satisfactory Performance

- The student 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'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's performance

Unsatisfactory Performance

- The student did not meet performance requirements.
- This rating represents a failure of the work term, and will be reflected as such on the student's 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:

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.*

Supervisor's Name (Please Print)
(Required)

Signature

Title

Date

Student's Signature

Date

Manager/Human Resources Signature (Optional)

Title

Date