



# Valdosta State University

## Cooperative Education

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*A Regional University of the University System of Georgia & an Equal Opportunity Institution*

### EMPLOYER EVALUATION

*Instructions: Evaluation form should be completed by student's immediate supervisor. Evaluation is used to facilitate the student's professional growth. Please provide as much information as possible and review this with the student.*

**Student** \_\_\_\_\_ **Position** \_\_\_\_\_ **Semester/Year** \_\_\_\_\_

**Company** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **Supervisor Position** \_\_\_\_\_

**Phone Number** \_\_\_\_\_ **Email** \_\_\_\_\_ **Fax** \_\_\_\_\_

Learning Objectives	Quality of Work
1= successfully met learning objective	1= Excellent
2=met learning objective	2=Good
3 = made some progress toward meeting learning objective	3=Average
4 = made little progress toward meeting learning objective	4=Marginal
5 = did not make progress toward meeting learning objective	5= Needs Improvement

	1	2	3	4	5
Learning Objective #1	( )	( )	( )	( )	( )
Quality of Work	( )	( )	( )	( )	( )
Learning Objective #2	( )	( )	( )	( )	( )
Quality of Work	( )	( )	( )	( )	( )
Learning Objective #3	( )	( )	( )	( )	( )
Quality of Work	( )	( )	( )	( )	( )

**OVERALL WORK ETHIC/WORK PERFORMANCE (check appropriate column)**

1= Excellent    2= Good    3=Average    4= Marginal    5= Needs Improvement    NA= Not Applicable

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>NA</b>
Accepted and followed directions	0	0	0	0	0	0
Worked effectively with others	0	0	0	0	0	0
Took initiative in starting tasks	0	0	0	0	0	0
Demonstrated competency in skills required for position	0	0	0	0	0	0
Learned new skills efficiently	0	0	0	0	0	0
Completed assigned tasks on time	0	0	0	0	0	0
Met designated standards in work performance	0	0	0	0	0	0
Demonstrated interest in work	0	0	0	0	0	0
Demonstrated creativity in completing tasks	0	0	0	0	0	0
Worked independently when needed	0	0	0	0	0	0
Communicated effectively: Written	0	0	0	0	0	0
Verbal	0	0	0	0	0	0
Made appropriate job-related decisions	0	0	0	0	0	0
Demonstrated understanding of professional work ethics	0	0	0	0	0	0

**Employer Comments regarding student’s progress and work performance: (use additional paper if necessary; letters of recommendation are accepted)**

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Supervisor’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_