

STUDENT EVALUATION

Student's Name: _____

Employment Dates: From _____ To _____

Employer: _____

*This rating is part of the student's permanent record at Clermont College. It is considered to be as important as a grade in class work. For this reason, we suggest that the person most familiar with the student's work rate his/her performance. Please check all the boxes that apply to the student.

Job Knowledge	Excellent	Very Good	Satisfactory	Fair	Unsatisfactory
Use of equipment, materials, etc.					
Ability to learn job skills					
Clear understanding of job					
Interested in learning new skills					
❖ Quantity of Work					
Productivity in performing work					
Consistent in work					
Shows initiative					
Manages time well					
❖ Quality of Work					
Neatness					
Completes work accurately					
Follows instructions					
Able to make decisions					
❖ Attitude					
Works well with others					
Shows enthusiasm for job					
Clean, well groomed					
Courteous to all					
❖ Reliability / Dependability					
Accepts responsibility					
Is punctual					
Is seldom absent					
❖ Cooperation					
Accepts criticism					
Respectful to supervisor					
Cares for work area					
Uses good judgment					
❖ Communication					
Uses English writing skills					
Speaks clearly					
Listens attentively					

PLEASE COMPLETE BOTH SIDES

In summation, the student's general performance on this particular job was:

_____ Excellent _____ Very Good _____ Satisfactory
_____ Fair _____ Unsatisfactory

Do you plan to continue to employ this student? _____ Yes _____ No _____ Uncertain

Have you discussed this evaluation with the student? _____ Yes _____ No

Do you plan to discuss this evaluation with the student at a later date? _____ Yes _____ No

Employer's Comments: _____

Rated by: _____

Title: _____

Date: _____

Please return the completed form to:

Cooperative Education Coordinator
c/o University of Cincinnati – Clermont College
4200 Clermont College Drive
Batavia, OH 45103

(513) 732-5303 FAX