

Evaluation of Co-op Student

The Co-op student's supervisor should complete this form and discuss it with the student near the end of each working term. Frequent communication (with or without the form) is encouraged to enhance understanding regarding performance, and to facilitate development during the work term. The student must return the completed form to:

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| <p><u><i>Their faculty advisor:</i></u> Faculty member's name Texas A&M University MS XXXX* College Station, TX 77843-XXXX * Find your Faculty Advisor's Mail Stop on the attached list, and also include it in the ZIP code.</p> | <p><u><i>The Co-op office:</i></u> By mail: Experiential Education Programs Texas A&M University TAMU 1476 College Station, TX 77843-1476 By email: cc_advisor@tamu.edu, <i>Students:</i> Please reference your name, major, and 'Co-op Documents' in the subject line</p> |
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Students: Please remember to update your work term information and profile on HireAggies.com.

| | | |
|-----------------|-------------------|--------|
| Student's Name: | Classification: | Major: |
| Work term: | Completed During: | Year: |
| Employer: | Location: | |

| Skill | Exceeds Standards: | Meets Standards: | Needs Some Improvement: | Needs Much Improvement: |
|--------------------------------------------------------|--------------------|------------------|-------------------------|-------------------------|
| 1. Possesses necessary technical knowledge. | | | | |
| 2. Adapts to changing work assignments and situations. | | | | |
| 3. Able to cooperate and work well with others. | | | | |

Please comment on deficiencies or exceptional points:

| Performance | Exceeds Standards: | Meets Standards: | Needs Some Improvement: | Needs Much Improvement: |
|-------------------------------------------------|--------------------|------------------|-------------------------|-------------------------|
| 4. Listens to and carries out instructions. | | | | |
| 5. Works effectively without close supervision. | | | | |
| 6. Meets deadlines and schedules. | | | | |
| 7. Produces Acceptable quality of work. | | | | |
| 8. Produces Acceptable quantity of work. | | | | |

Please comment on deficiencies or exceptional points:

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| Judgement | Exceeds Standards: | Meets Standards: | Needs Some Improvement: | Needs Much Improvement: |
|---------------------------------------------------------------------|--------------------|------------------|-------------------------|-------------------------|
| 9. Demonstrates ability to make decisions or seek appropriate help. | | | | |
| 10. Shows problem solving ability. | | | | |
| <i>Please comment on deficiencies or exceptional points:</i> | | | | |
| _____ | | | | |
| _____ | | | | |

| Attitude | Exceeds Standards: | Meets Standards: | Needs Some Improvement: | Needs Much Improvement: |
|--------------------------------------------------------------|--------------------|------------------|-------------------------|-------------------------|
| 11. Accepts responsibility and is a self-starter | | | | |
| 12. Exhibits interest and enthusiasm about the job. | | | | |
| 13. Maintains appropriate dress and grooming habits. | | | | |
| 14. Maintains good attendance and tardiness record. | | | | |
| 15. Adheres to organizational regulations. | | | | |
| <i>Please comment on deficiencies or exceptional points:</i> | | | | |
| _____ | | | | |
| _____ | | | | |

Additional comments about performance and/ or areas for improvement:

| Supervisor's overall evaluation of student's performance | | | |
|------------------------------------------------------------|----------------------------------------------------------------------------------|--------------------------------|--------|
| | Excellent Performance: <i>Student significantly exceeds expectations.</i> | | |
| | Above Expectations: <i>Student performed better than expected.</i> | | |
| | Met Expectations: <i>Student performed satisfactorily.</i> | | |
| | Below Expectations: <i>Student requires improvement.</i> | | |
| This evaluation has been discussed with the Co-op student: | | Yes | No |
| Number of weeks worked on present Co-op assignment: | | Start date of next assignment: | |
| Supervisor's name: | | Email: | |
| Supervisor's signature: | | Date: | Phone: |

Student's Name: