



## Evaluating the performance of Cooperative Education Students

### Note:

1. The person who is authorized to fill up this evaluation form is the Job Supervisor of the Cooperative Education Student or the personnel who has been given the responsibility to do so.
2. There are 17 sections in this evaluation form. Please provide information for every section in order for the form to be through and complete.
3. Please provide a score in the space  given in every section. If a section is not applicable for Evaluation and scoring please simply write a dash (-) and add additional remarks (If any).
4. When the evaluation is complete, insert the form in an envelope and seal it with a “Confidential” sign. The student must submit the envelope to the faculty as soon as he/she has returned to the university.

### To the Head of the Cooperative Education Program/Department

I would like to inform you the Evaluation Results of the Cooperative Education student as follows: General information: Student’s

Name.....ID.NO.....Program.....

Faculty.....

Name of establishment .....

### Work Achievement

Performance Level: 16-20 = Excellent | 11-15 = Good | 6-10 = Fair | 1-5 = Poor

Items		
1.	<b>Quantity of work</b> Amount of workload competed in accordance to the assigned responsibility or to the assigned task within the prescribed period(Within the full capacity of the student in comparison with other students in general)	20 Score
2.	<b>Quality of work</b> Work tasks are completed correctly orderly, neat, and with care Follow-up work is not a problem and unresolved works are completed on time or early.	20 Score



**Knowledge and Ability**

Performance Level: 4 - Excellent | 3 - Good | 2 - Fair | 1 – Poor

Items	
1.	<b>3. Academic Ability</b> Student has sufficient technical and academic knowledge to successfully complete assigned tasks (Within the capacity of the student)
2.	<b>Ability to learn and apply knowledge</b> Quick learner, understands information, news, procedures, and application of acquired knowledge
3.	<b>Practical ability</b> Such as performing on the field, in the laboratories, and/or in the office
4.	<b>Judgment and decision making</b> Quick learner, understands information, news, procedures, and application of acquired knowledge
5.	<b>Communication skills</b> The ability to communicate, speak, writing and conduct presentations effectively. Easily understood, appropriate, clear, correct, and concise. Does not create confusion in the workplace, knows how to inquire, and can clarify various issues during work.
6.	<b>Foreign language and cultural development</b> Such as English or working with foreigners
7.	<b>Suitability for Job position</b> Can improve him/herself in order to fit the Job Position as well as the Job Description



**Responsibility**

Performance Level: 4 - Excellent | 3 - Good | 2 - Fair | 1 – Poor

Items		
8.	<p><b>Responsibility and dependability</b></p> <p>Successfully completed the operation with the goal in mind. Accepts the outcome of his/her work actions with reason.</p> <p>Can work without too much supervision (If necessary)</p> <p>Constantly checking the stages and work results at all times. Is dependable in taking responsibilities of the workload exceeding the prescribed timeframe</p> <p>Can almost always rely on him/her in any situation or during regular working conditions</p>	4 Score
9.	<p><b>Interest in work</b></p> <p>Shows interest and enthusiasm at work. Shows perseverance and effort</p> <p>Shows concentration in order to successfully complete tasks. Does not back down or is discouraged by obstacles and problems</p>	4 Score
10.	<p><b>(Initiative or self-starter)</b></p> <p>Upon receiving guidance, the student can begin working on his/her work right away without awaiting orders (In the case of regularly given assignments).</p> <p>Constantly volunteering to help in every kind of work. Always asking for new tasks to be given and not wasting any time when in the work place</p>	4 Score
11.	<p><b>Response to supervision</b></p> <p>Happily, accepts suggestions and criticism. Willing to be mentored at all times.</p> <p>Does not show signs of frustration when being warned or criticized.</p> <p>Quickly follows orders and adjust to the suggestions and critics of the supervision</p>	4 Score



**Personality**

Performance Level: 4 - Excellent | 3 - Good | 2 - Fair | 1 - Poor

Items		
1.	<b>Personality</b> Shows appropriate attitude and maturity. Is polite and kind, and wears proper attire for work. Is punctual, etc.	4 Score
2.	<b>Interpersonal skills</b> Can work with others and as a team. Creates good relationships with others and is favored among colleagues. Contributes to coordination and cooperation in the workplace	4 Score
3.	<b>Discipline and adaptability to formal organization</b> Shows interest in understanding the rules and regulations of the organization as well as following them accordingly. Understand the management and HR regulations such as coming to work on time, and taking leave. Understands and follows the safety regulations of the factories at all times.	4 Score
4..	<b>Ethics and morality</b> Is honest and unselfish. Knows how to sacrifice in order to help others.	4 Score

**Please provide comments on the student**

Strengths	Improvements

Once this student graduates, will you be interested to offer him/her a job?

( ) Yes

( ) Not sure

( ) No



Other comment

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.....

Evaluator's Signature .....  
(.....)

Position .....

Date.....

<b>Total</b>	
Total = .....	points
Total 100 points/2 = .....	points
Signature.....	Evaluator's
Date.....	

Important note: If the faculty or department does not receive this evaluation form within the given time, the student will not pass evaluation