

Western Engineering

Co-op Employer Evaluation

Name of Co-op Student:		
Job Title of Co-op Student:		
Organization:		
Department:		
Evaluation Type:	Preliminary (for 8-16 month co-ops only):	Final:

Please fully complete the chart below using the rating system and rubric (Appendix A) provided to assign a rating for each attribute. The N/A rating should only be used if the attribute has not been observed for the intern.

1 - Unacceptable 2 - Below Expectations 3 - Meets Expectations 4 - Exceeds Expectations

ATTRIBUTE	1	2	3	4	N/A	COMMENTS
Quality of Work						
Quantity of Work						
Oral Communication						
Written Communication						
Independent Work						
Teamwork						
Impact of Engineering on Society and the Environment						
Application of Ethical Behaviour						
Equity						
Economics and Project Management						
Initiative						
Professionalism						
Attendance						
Ability to Learn and Receive Feedback						

Employer Evaluation of Co-op Employee

Required - List employee's major technical duties:

Required - Employee's strengths and areas of performance to develop:

Required - Please write comments on OVERALL PERFORMANCE:

Please comment on your thoughts regarding the Western Engineering Co-op Program and any suggestions for preparing students prior to beginning placements:

Has this evaluation been discussed with employee?

YES

NO

Name of Evaluator:	
Job Title of Evaluator:	
Email:	
Telephone:	
Date:	

Signature of Evaluator:

**ANY OBSERVATIONS YOU MAY HAVE REGARDING THIS PROGRAM OR THE
PREPARATION OF THE STUDENTS WOULD BE VERY WELCOME**

APPENDIX A – RUBRIC FOR ATTRIBUTE RATINGS

Attribute	Unacceptable 1	Below Expectations 2	Meets Expectations 3	Exceeds Expectations 4
Quality of Work	Unsatisfactory work with frequent errors	Quality of work is below expectations and often contains errors	Consistently produces quality work with few revisions required	Consistently produces high quality of work with little to no error
Quantity of Work	Unsatisfactory level of productivity and often does not complete assigned work on time	Productivity is below expectations and does not always complete assignments on time	Consistently demonstrates a satisfactory level of productivity on work and meets assigned deadlines	Consistently completes high volume of work and seeks additional assignments
Oral Communication	Frequently uses inappropriate language and ideas are not easily understood	Sometimes uses inappropriate language and ideas are occasionally misunderstood	Consistently uses language that is appropriate, clear and understandable	Exceptional communication skills; ideas are clear, organized and well understood
Written Communication	Written documentation is often unclear or incoherent; contains frequent spelling and grammatical errors	Written documentation is sometimes unclear or inappropriate to audience; sometimes has spelling and grammatical errors	Written documentation is clear, concise and appropriate to audience, ideas are persuasive and clear; usually has work that is free of spelling and grammatical errors	Written documentation meets expectations plus is engaging and is interesting to read by a wide variety of audiences, free of spelling and grammatical errors
Independent Work	Easily distracted and requires frequent reminders to stay on task	Sometimes distracted and occasionally check-ins are needed to stay on task	Consistently stays on tasks and requires limited monitoring	Student meets expectation plus; actively seeks out additional projects and/or additional learning opportunities on their own
Teamwork	Often uncooperative and has difficulty developing working relationships with team Does not contribute ideas or work output towards team goals	Sometimes is uncooperative and has difficulty developing working relationships with team Contributes ideas or work output towards team goals	Works well with other team members Frequently contributes ideas and/or work output towards team goals	Meets expectations plus; proactively identifies areas for improvement of team dynamics by generating ideas and providing feedback to others

Impact of Engineering on Society and the Environment	No awareness of how work output impacts economic, social, health, safety, legal and cultural aspects within organization or society	Some awareness of how work output impacts economic, social, health, safety, legal and cultural aspects within organization or society	Consistently recognizes how work output impacts economic, social, health, safety, legal and cultural aspects within organization or society	Meets expectations plus; identifies areas of improvement in which their role can have a more positive impact on the economic, social, health, safety, legal and cultural aspects within organization or society
Application of Ethical Behavior	Does not recognize an ethical dilemma or take appropriate actions to resolve	Sometimes is able to identify an ethical dilemma and take appropriate actions to resolve	Recognizes ethical dilemmas and takes appropriate actions	Proactive in anticipating potential ethical dilemmas and takes actions to prevent dilemmas from occurring
Equity	Demonstrates complete lack of sensitivity to cultural, age and or gender issues	Recognizes when actions by others are inappropriate from a cultural, age or gender perspective, but is passive in addressing these lapses	Actively steps in to resolve instances when actions by others are inappropriate from a cultural, age or gender perspective	Proactively sets “ground rules” to discourage gender, age or culturally inappropriate actions by others
Economics & Project Management	Poor use of time, budget and human resources on a project Unable to logically breakdown the activities and resources of the project	Inefficient use of time, budget and human resources on a project Project plans do not consider all factors (time, budget, human resources) OR have unrealistic expectations	Effectively manages time, budget and human resources on a project Project plans are complete, logically ordered and realistic	Meets expectations, plus; project plan includes contingency planning for unexpected factors

Initiative	Lacks initiative and often needs to be reminded to complete tasks	Works only to the minimum requirements of the role Does not seek out additional work and/or learning opportunities	Completes assigned tasks and occasionally seeks additional work and/or learning opportunities	Completes assigned tasks and frequently seeks out additional work and/or learning opportunities
Professionalism	Frequently unprepared for workplace situations Frequently ignores or forgets organizational policies and standard	Sometimes is unprepared for workplace situations Sometimes ignores or forgets organizational policies and standards	Mostly conducts self in a professional manner by being prepared and adhering to organizational policies and standards	Always conducts self in a professional manner by being prepared, adhering to organizational policies and standards
Attendance	Frequently arrives late and/or misses days of work without explanation	Often arrives late and sometimes misses days of work without explanation	Arrives on time and provides appropriate notice when time away is required	Meets expectations; and is available to work extra hours when required
Ability to Learn and receive Feedback	Unaccepting of feedback. Does not recognize the need to improve and/or does not take steps to improve gaps in knowledge	Accepts feedback and recognizes the need to improve, however, does not take appropriate steps to address gaps in knowledge	Accepts feedback and addresses areas required for improvement	Meets expectations and; proactively seeks learning opportunities for future personal and professional growth