

Co-op Student Performance Appraisal (Completed by Employer)

Student's Name: _____
 Major: _____
 Company: _____
 Supervisor: _____

Position/Title: _____
 Fall____ Spring____ Summer____
 Year: _____
 Supervisor Phone: _____

Please circle the appropriate rating:

	Outstanding	Above Average	Below Average	Unsatisfactory	No Basis to Rate
	4	3	2	1	NB
Attendance/Punctuality:	4	3	2	1	NB
Dependability:	4	3	2	1	NB
Cooperation:	4	3	2	1	NB
Motivation:	4	3	2	1	NB
Judgment:	4	3	2	1	NB
Initiative:	4	3	2	1	NB
Business Ethics:	4	3	2	1	NB
Communication Skills:	4	3	2	1	NB
Ability to Learn:	4	3	2	1	NB
Creativity:	4	3	2	1	NB
Work Quality:	4	3	2	1	NB
OVERALL RATING:	4	3	2	1	NB

TOTAL number of working hours completed by student from start of semester to date: _____

Please attach a separate sheet commenting on:

1. The co-op's strengths;
2. The co-op's weaknesses;
3. Whether the co-op's overall performance met your expectations;
4. Recommendations for the professional improvement of the co-op student; and
5. Anything else you feel is pertinent to the co-op or NKU's
6. Cooperative Education Program.

Supervisor's signature: _____ **Date:** _____

Please mail or fax the student's performance appraisal when complete. You are encouraged to provide your co-op student with a copy.

Career Services, Northern Kentucky University
 Nunn Drive, University Center 305
 Highland Heights, KY 41099
Phone: (859) 572-5680 | **Fax:** (859) 572-6996

Thank you!