



# MADONNA UNIVERSITY

36600 SCHOOLCRAFT ROAD • LIVONIA, MICHIGAN 48150

## EMPLOYER'S EVALUATION OF COOPERATIVE EDUCATION/INTERNSHIP STUDENT

Name of Student \_\_\_\_\_ ID # \_\_\_\_\_  
 Employer \_\_\_\_\_ Telephone \_\_\_\_\_ Course \_\_\_\_\_ Term \_\_\_\_\_

**TO THE EMPLOYER:** Thank you for contributing to the student's educational and career development. Using this form, please evaluate on-the-job performance of the student. The information will assist the faculty advisor and Career Services staff in counseling the student and assessing the degree of learning that has occurred. Please forward the white and yellow copies of the form to the Director of Career Services at the above address.

<p><b>RELATIONS WITH OTHERS</b></p> <input type="checkbox"/> Exceptionally well accepted <input type="checkbox"/> Works well with others <input type="checkbox"/> Gets along satisfactorily <input type="checkbox"/> Has some difficulty working with others <input type="checkbox"/> Works very poorly with others	<p><b>ABILITY TO LEARN</b></p> <input type="checkbox"/> Learns very quickly <input type="checkbox"/> Learns readily <input type="checkbox"/> Average in learning <input type="checkbox"/> Rather slow in learning <input type="checkbox"/> Very slow to learn	<p><b>DEPENDABILITY</b></p> <p>~ Completely dependable        ~ Above average in dependability        ~ Usually dependable        ~ Sometimes neglectful or careless        ~ Unreliable</p>
<p><b>JUDGMENT</b></p> <input type="checkbox"/> Exceptionally mature <input type="checkbox"/> Above average in making decisions <input type="checkbox"/> Usually makes the right decision <input type="checkbox"/> Often uses poor judgment <input type="checkbox"/> Consistently uses bad judgment	<p><b>ATTITUDE - APPLICATION TO WORK</b></p> <input type="checkbox"/> Outstanding in enthusiasm <input type="checkbox"/> Very interested and industrious <input type="checkbox"/> Average in diligence and interest <input type="checkbox"/> Somewhat indifferent <input type="checkbox"/> Definitely not interested	<p><b>QUALITY OF WORK</b></p> <p>~ Excellent        ~ Very good        ~ Average        ~ Below average        ~ Very poor</p>

**ATTENDANCE:** ~ Regular  
 ~ Irregular

**PUNCTUALITY:** ~ Regular  
 ~ Irregular

**GROOMING:** ~ Satisfactory  
 ~ Unsatisfactory

**OVER-ALL PERFORMANCE:**

Indicate by a (T)

Outstanding	Very Good	+ Average -	Marginal	Unsatisfactory

1. Briefly describe the position held by the student.

2. Indicate the area(s) in which the student should expand personal effort in order to become more professional in the field.

3. State how hiring the student benefited your organization. May we quote you? ~ Yes ~ No

4. Would you rehire the student? ~ Yes ~ No      Was this report discussed with the student? ~ Yes ~ No

Rated by \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Title \_\_\_\_\_

\_\_\_\_\_ Date