

To be able to enhance the educational experience, please provide the co-op student with feedback regarding his or her performance to date and areas for improvement so that the second half of this co-op will be more beneficial to you and the student.

**STUDENT INFORMATION**

Name: \_\_\_\_\_ Major(s): \_\_\_\_\_

Kent State ID #: \_\_\_\_\_ Concentration(s): \_\_\_\_\_

**CO-OP EMPLOYER INFORMATION**

Organization Name: \_\_\_\_\_

Student's Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Work Telephone: \_\_\_\_\_ Work Email: \_\_\_\_\_

**I. ACADEMIC PREPARATION**

Please circle the response that corresponds with your evaluation of the student.

**1. Verbal Communication**

Does Not Apply	Unacceptable	Needs Improvement	Average	Very Good	Exceptional
0	1	2	3	4	5

**2. Written Communication**

Does Not Apply	Unacceptable	Needs Improvement	Average	Very Good	Exceptional
0	1	2	3	4	5

**II. SKILLS AND ABILITIES**

Please circle the response that corresponds with your evaluation of the student

**3. Ability to solve problems and analyze facts and data**

Does Not Apply	Unacceptable	Needs Improvement	Average	Very Good	Exceptional
0	1	2	3	4	5

**4. Ability to take initiative on a project or assignment**

Does Not Apply	Unacceptable	Needs Improvement	Average	Very Good	Exceptional
0	1	2	3	4	5

**5. Ability to make decisions/judgment and take action**

Does Not Apply	Unacceptable	Needs Improvement	Average	Very Good	Exceptional
0	1	2	3	4	5

**6. Ability to plan, prioritize, and follow-up to achieve results**

Does Not Apply	Unacceptable	Needs Improvement	Average	Very Good	Exceptional
0	1	2	3	4	5

**7. Ability to recognize the need for and be responsive to change**

Does Not Apply	Unacceptable	Needs Improvement	Average	Very Good	Exceptional
0	1	2	3	4	5

**8. Willingness to take risks and accept responsibility for the consequences of his/her own actions**

Does Not Apply	Unacceptable	Needs Improvement	Average	Very Good	Exceptional
0	1	2	3	4	5

**III. PROFESSIONALISM**

Please circle the response that corresponds with your evaluation of the student.

**9. Attendance**            Regular            Sporadic

**10. Punctuality**            Regular            Sporadic

**11. Takes initiative**

Does Not Apply	Unacceptable	Needs Improvement	Average	Very Good	Exceptional
0	1	2	3	4	5

**12. Presents a professional image**

Does Not Apply	Unacceptable	Needs Improvement	Average	Very Good	Exceptional
0	1	2	3	4	5

**13. Works well with others**

Does Not Apply	Unacceptable	Needs Improvement	Average	Very Good	Exceptional
0	1	2	3	4	5

**14. Is pleasant to work with**

Does Not Apply	Unacceptable	Needs Improvement	Average	Very Good	Exceptional
0	1	2	3	4	5

**15. Demonstrates a willingness to learn**

Does Not Apply	Unacceptable	Needs Improvement	Average	Very Good	Exceptional
0	1	2	3	4	5

**16. Enthusiasm**

Does Not Apply	Unacceptable	Needs Improvement	Average	Very Good	Exceptional
0	1	2	3	4	5

**17. Is dependable and has a strong commitment to his/her work**

Does Not Apply	Unacceptable	Needs Improvement	Average	Very Good	Exceptional
0	1	2	3	4	5

**18. Quality of work performed**

Does Not Apply	Unacceptable	Needs Improvement	Average	Very Good	Exceptional
0	1	2	3	4	5

**IV. OVERALL PERFORMANCE**

Please circle the response that corresponds with your evaluation of the student.

**19. I would rate the student's overall performance as follows:**

Does Not Apply	Unacceptable	Needs Improvement	Average	Very Good	Exceptional
0	1	2	3	4	5

**20. What would you identify as the student's strengths during his/her assignment?**

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**21. What are some suggested areas of improvement for the student that would increase the benefit of the student and the company during the second half of this co-op?**

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**22. Please offer a brief description of employee's work.**

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**23. How has your company benefitted from having a Co-op student?**

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Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I have reviewed this evaluation with the student:     Yes     No

*Thank you for contributing to our students' educational and career development.  
Please return this evaluation to the student or to the address printed above.*

Please return to: Ann Gosky, [agosky@kent.edu](mailto:agosky@kent.edu) or fax 330-672-6268



**Cooperative Education Program  
Employer Mid Semester Evaluation**