Employer’s Evaluation of Student Co-Op
Michael F. Price College of Business
University of Oklahoma

Student Name: ____________________________

Student ID: ______________________________

Organization: ______________________________

Supervisor: ________________________________

Instructions: The Co-Op Student’s supervisor should complete this form and discuss it with the student near the end of the experience. More frequent counseling with or without the form is encouraged to enhance communication regarding the student’s performance and to facilitate student development during the Co-Op. The student has the responsibility of returning the completed form to the Co-Op Coordinator.

<table>
<thead>
<tr>
<th>Performance Rating</th>
<th>Exceeds Standards</th>
<th>Meets Standards</th>
<th>Needs Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>SKILLS (PLEASE CHECK APPROPRIATE RESPONSE)</td>
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</tr>
<tr>
<td>1. Possesses necessary technical knowledge</td>
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<tr>
<td>2. Adapts to changing assignments and situations</td>
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<tr>
<td>3. Able to cooperate and work with others</td>
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</tbody>
</table>

Please comment on deficiencies or exceptional points: ____________________________________________

| PERFORMANCE | | | |
| 4. Listens and carries out instructions | | | |
| 5. Works effectively without close supervision | | | |
| 6. Meets deadlines and schedules | | | |
| 7. Produces acceptable quality of work | | | |
| 8. Produces acceptable quantity of work | | | |

Please comment on deficiencies or exceptional points: ____________________________________________

(over)
**Performance Rating**

<table>
<thead>
<tr>
<th></th>
<th>Exceeds Standards</th>
<th>Meets Standards</th>
<th>Needs Improvement Some</th>
<th>Needs Improvement Much</th>
</tr>
</thead>
</table>

**JUDGMENT**

9. Demonstrates ability to make decisions or seek appropriate help
   
10. Shows problem-solving ability
   
Please comment on deficiencies or exceptional points: __________________________________________

**ATTITUDE**

11. Accepts responsibility and is a self starter
   
12. Exhibits interest and enthusiasm about the job
   
13. Maintains appropriate dress and grooming habits
   
14. Maintains good attendance and punctuality
   
15. Adheres to organizational regulations
   
Please comment on deficiencies or exceptional points: __________________________________________

**Supervisor’s overall evaluation of student’s performance.**

_______ Excellent Performance (Student exceeds all expectations)

_______ Above Expectations (Student performed better than expected)

_______ Met Expectations (Student performed satisfactorily)

_______ Below Expectations (Student needs substantial improvement)

Would you consider this student for full-time employment? (Circle one)  YES  NO

Evaluation has been discussed with student? (Circle one)  YES  NO

Supervisor’s Signature ___________________________  Date__________

Please return to:

Dr. Michael C. Knapp (mknapp@ou.edu)
Faculty Advisor /Co-Op Coordinator
Michael F. Price College of Business
Steed School of Accounting
University of Oklahoma
307 West Brooks, Room AH 200B
Norman, Oklahoma 73019

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