



**EMPLOYER EVALUATION FORM** (to be scanned and emailed at: [cscro@rit.edu](mailto:cscro@rit.edu))

COMPANY NAME: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

LOCATION: \_\_\_\_\_ DEPARTMENT STUDENT WAS ASSIGNED TO: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

WORK DATES: from \_\_\_\_\_ to \_\_\_\_\_ HOURS WORKED per WEEK: \_\_\_\_\_

WAGE per HOUR (kn/hour): \_\_\_\_\_ / or WAGE per MONTH (kn/ month): \_\_\_\_\_

BRIEF DESCRIPTION OF STUDENT RESPONSIBILITIES: \_\_\_\_\_

Below are the 18 co-op grading categories. For each category, mark (color) the rating level that most closely represents the student's performance:  
5= excellent and 1=poor.

QUALITY OF WORK					
Demonstrates accuracy and thoroughness in work.					
5	4	3	2	1	N/A
Comments:					

QUANTITY OF WORK					
Produces appropriate volume, pace and effort.					
5	4	3	2	1	N/A
Comments:					

**COMPETENCE**

Demonstrates expected knowledge of business practices and subject matter of assignments.

5	4	3	2	1	N/A
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Comments:

**ABILITY TO LEARN**

Grasps and retains new skills and concepts.

5	4	3	2	1	N/A
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Comments:

**INITIATIVE**

Originates ideas and seeks new responsibilities.

5	4	3	2	1	N/A
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Comments:

**DESIGN THINKING: INNOVATIVE/CREATIVE**

Synthesizes existing ideas in original ways.

5	4	3	2	1	N/A
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Comments:

**GLOBAL**

Demonstrates appropriate understanding of international business practices.

5	4	3	2	1	N/A
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Comments:

**RELIABILITY**

Dependable, punctual, attended all meetings and tasks on time.

5	4	3	2	1	N/A
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**Comments:**

**ATTITUDE**

Willingness to accept instructions and assignments, takes responsibilities for tasks and meets deadlines.

5	4	3	2	1	N/A
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**Comments:**

**PERSONAL RELATIONS AND COLLABORATIONS**

Ability to work effectively with clients and in teams.

5	4	3	2	1	N/A
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**Comments:**

**COMMUNICATION SKILLS**

Ability to effectively articulate responses, solutions and associated rationale (written, verbal, graphics).

5	4	3	2	1	N/A
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**Comments:**

**CONFLICT RESOLUTION**

Demonstrated ability to overcome conflict and any interpersonal problems in order to accomplish goals and objectives.

5	4	3	2	1	N/A
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**Comments:**

**CRITICAL THINKING AND EVALUATION**

Effectively solves problems by integrating a diverse body of knowledge and skills. Ability to develop alternative solutions to assignments, as needed.

<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
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**Comments:**

**ANALYSIS**

Ability to analyze business issues and to interpret qualitative/quantitative data and draw conclusions.

<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
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**Comments:**

**SELF-AWARENESS**

The ability to understand own strengths and weaknesses and receive feedback.

<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
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**Comments:**

**ETHICS**

Demonstrates ethical and professional behavior.

<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
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**Comments:**

**TECHNICAL PREPARATION- IMPACT**

Ability to understand/explain the impact of relevant technology on business operations.

<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
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**Comments:**

**TECHNICAL PREPARATION- APPLICATION**

Ability to learn and use technology to perform assignments.

<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
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**Comments:**

**TECHNICAL PREPARATION- DESIGN**

Develop solution that integrates technology.

<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
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**Comments:**

**MOTIVATIONAL LEVEL**

Please mark one choice.

	<b>High interest, very enthusiastic</b>
	<b>Satisfactory interest and enthusiasm</b>
	<b>Little interest or enthusiasm</b>

**OVERALL PERFORMANCE**

<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
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**STUDENT'S STRENGTHS:** \_\_\_\_\_

**RECCOMENDED AREAS FOR IMPROVEMENT:** \_\_\_\_\_

**TECHNICAL/PROFESSIONAL PREPARATION :** \_\_\_\_\_

**LEADERSHIP POTENTIAL:**

YES     NO

**IF AN APPROPRIATE POSITION WAS AVAILABLE, WOULD YOU OFFER A REGULAR EMPLOYMENT POSITION TO THIS STUDENT UPON GRADUATION?**

YES     NO

**EVALUATOR'S NAME:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

*By signing this document, I acknowledge that the information in this document is collected for the purpose of grading students' co-op and completing the degree requirements at RIT Croatia and that the data from this file will be shared with RIT, NY.*

**COMPANY STAMP:**

**DATE:** \_\_\_\_\_