

Cooperative Work Experience Education Employer Evaluation of Student's - Workplace Competencies

Student _____ Semester _____ Year _____

Please rate student in each category with a plus (+), minus (-) or neutral (0) sign. Please indicate Not Applicable (NA) when the job does not allow student to demonstrate the competency.

<p>Resources Rating []</p> <p>Identifies, organizes, plans and allocates resources well. For example, uses money, material, facilities, and human resources effectively and efficiently.</p>	<p>Interpersonal Rating []</p> <p>Works well with others. For example, is courteous and considerate, participates as a team member, exercises leadership, and serves clients. Also, uses effective negotiation skills and coaches co-workers where appropriate.</p>	<p>Informational Rating []</p> <p>Acquires, uses, evaluates, organizes, maintains, interprets and communicates information well. Uses computers to process information, and is responsive to learning to improve performance on the job.</p>
<p>Systems Rating []</p> <p>Understands complex inter-relationships of systems such as how social, organizational, and technological systems works. Demonstrates ability to monitor, correct, or improve system performance.</p>	<p>Technology Rating []</p> <p>Demonstrates ability to work with, select appropriately, and apply a variety of technologies. Maintains and troubleshoots equipment and understands overall intent and proper procedures for operation of equipment.</p>	<p>Work Habits Rating []</p> <p>Demonstrates punctuality, regular attendance, and positive attitude toward supervision. Observes organizational policies and procedures. Performs job efficiently and produces quality work.</p>
<p>Personal Qualities: Rating []</p> <p>Demonstrates responsibility, integrity, self-esteem, sociability (e.g., understanding, adaptability, empathy, politeness), and self-management (e.g., sets personal goals, monitors progress, exhibits self-control, initiates tasks).</p>	<p>Thinking Skills Rating []</p> <p>Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons.</p>	<p>Basic Skills Rating []</p> <p>Reads, writes, listens, speaks, and performs arithmetic and mathematical operations necessary to the position.</p>

Please itemize and evaluate those skills which are basic for the student's job success:

Skills	Above Average	Satisfactory	Needs Improvement (Identify)

Employer _____ Employer's Signature _____ Date: _____