

**SOUTHERN ILLINOIS UNIVERSITY AT CARBONDALE  
COLLEGE OF ENGINEERING**

EMPLOYER'S EVALUATION OF CO-OP / INTERN STUDENT

Student Name \_\_\_\_\_ Major \_\_\_\_\_

Work Period \_\_\_\_\_ To \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

Brief description of the student's duties \_\_\_\_\_  
\_\_\_\_\_

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Please evaluate the student by comparing him/her with other students of comparable academic level, with other personnel assigned the same or similarly classified jobs or with your individual standards. Place a check mark in the spaces provided below that best describe your evaluation.

RELATIONS WITH OTHERS

- \_\_\_\_ Exceptionally well accepted
- \_\_\_\_ Works well with others
- \_\_\_\_ Gets along satisfactorily
- \_\_\_\_ Has some difficulty with others
- \_\_\_\_ Works very poorly with others

ATTITUDE-APPLICATION TO WORK

- \_\_\_\_ Outstanding in enthusiasm
- \_\_\_\_ Very interested, industrious
- \_\_\_\_ Average in diligence, interest
- \_\_\_\_ Somewhat indifferent
- \_\_\_\_ Definitely not interested

JUDGMENT

- \_\_\_\_ Exceptionally mature
- \_\_\_\_ Above average in making decisions
- \_\_\_\_ Usually makes the right decision
- \_\_\_\_ Often uses poor judgment
- \_\_\_\_ Consistently uses bad judgment

DEPENDABILITY

- \_\_\_\_ Completely dependable
- \_\_\_\_ Above average in dependability
- \_\_\_\_ Usually dependable
- \_\_\_\_ Sometimes neglectful, careless
- \_\_\_\_ Unreliable

ABILITY TO LEARN

- \_\_\_\_ Learns very quickly
- \_\_\_\_ Learns readily
- \_\_\_\_ Average in learning
- \_\_\_\_ Rather slow to learn
- \_\_\_\_ Very slow to learn

QUALITY OF WORK

- \_\_\_\_ Excellent
- \_\_\_\_ Very good
- \_\_\_\_ Average
- \_\_\_\_ Below average
- \_\_\_\_ Very poor

WRITTEN COMMUNICATION

- \_\_\_\_ Clear and concise
- \_\_\_\_ Very good, understandable
- \_\_\_\_ Usually satisfactory
- \_\_\_\_ Needs improvement

SPOKEN COMMUNICATION

- \_\_\_\_ Clear and concise
- \_\_\_\_ Very good, understandable
- \_\_\_\_ Usually satisfactory
- \_\_\_\_ Needs improvement

ATTENDANCE: \_\_\_\_Regular \_\_\_\_Irregular

PUNCTUALITY: \_\_\_\_Regular \_\_\_\_Irregular

OVERALL PERFORMANCE:

\_\_\_\_Outstanding \_\_\_\_Very Good \_\_\_\_Average \_\_\_\_Marginal \_\_\_\_Unsatisfactory

What traits may help the student's advancement?

Areas for improvement:

Additional Remarks:

This report has been discussed with the student? \_\_\_\_ Yes \_\_\_\_ No

This report may be used by the student as a reference? \_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_  
Immediate Supervisor's Signature

\_\_\_\_\_  
Date

Thank you for your participation in SIUC's College of Engineering Cooperative Education and Internship Program. Your input is vital to the success of our program and we appreciate your involvement.

RETURN TO: Co-op & Internship Coordinator, College of Engineering,  
Southern Illinois University, Carbondale, Illinois 62901-6603