Supervisor Evaluation of Workterm

Dear Co-op Supervisor,

Thanks in advance for setting time aside to debrief with your SFU Co-op student before they complete their work term. We encourage you to find time to talk about their areas of strengths and any areas for improvement. The time you spend debriefing can have a life-long impact on their career and future direction. Your feedback can be extremely valuable as they develop as professionals. Your final evaluation forms an integral piece of their overall assessment. Evaluations are due April 10th (spring), August 10th (summer), or December 10th (fall).

Please note, your evaluation will be visible to the student immediately upon submission of this form.

Thank you for mentoring your student and for supporting the SFU Co-op Program.

Sincerely,

Muriel Klemetski, Director
Co-operative Education, Simon Fraser University

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Please enter your name and contact info here if you are not the main supervisor but you are completing this student's work term evaluation.

Alternate Evaluator:

Area of Work Performance

Please evaluate your Co-op student on their work performance using the following scale:

Grade Description
A Your student has consistently exceeded your expectations
B Your student has met and occasionally exceeded your expectations
C Your student has satisfactorily met your expectations
D Your student has inconsistently met your expectations
F Your student has not met your expectations
N/A Not able to evaluate
**Interest In Work:** Your student engages in work, pursues clear goals, takes initiative, shows pride in accomplishments

**Managing Work Flow:** Your student plans and organizes their work, takes notes, reports on progress

**Quality of Work:** Your student shows attention to detail and produces quality error-free work

**Quantity of Work:** Your student produces an appropriate volume of work with consistent output

**Versatility:** Your student adapts to change, adjusts priorities, shows capability in autonomous and team environments

**Responding to Supervision:** Your student receives feedback as an opportunity to learn and refine, and applies feedback to their work

**Solving Problems:** Your student analyzes problems, develops and implements creative solutions

**Using Judgement:** Your student exercises good judgement in situations requiring tact and diplomacy

**Showing Integrity:** Your student demonstrates appropriate workplace ethics and decision making

**Building Relationships:** Your student builds effective workplace relationships, maintains appropriate boundaries

**Adapting to Organizational Culture:** Your student interacts well with co-workers, and respects diversity in your organization

**Demonstrating Resourcefulness:** Your student applies their knowledge, both disciplinary and interdisciplinary, to their work

**Communicating: Written:** Your student uses appropriate written communication, including email etiquette, professional English language skills

**Communicating: Interpersonal/Verbal:** Your student communicates and listens well, shares and seeks information when needed

**Using Work Time Appropriately:** Your student limits distractions, deals with downtime effectively, uses technology appropriately to accomplish work, shows good judgement

**Becoming a Professional:** Your student demonstrates professionalism (punctuality, reliability, and appropriate dress)

**Overall Work Performance:** Your student's overall work performance grade

**Comment for Overall Work Performance:** *(Please use this space to elaborate, max 200 words)*

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**Additional Questions and Comments**

Please elaborate on your student’s strengths: *(Please use this space to elaborate (max 200 words))*
In what areas can your student improve?: *(Your recommendations are important to their life-long development and future career – max 200 words)*

General comments regarding SFU's Co-op program: *(Please share any comments and insights regarding our Co-op program and process (max 200 words))*

Are you interested in connecting with SFU for the purpose of:

- Alumni Association
- Career Fairs
- Joint Research Opportunities
- Sponsorship or Student Awards

Are you an SFU Alumnus: Yes/No?

**Permission to use comments in promotional material**
Occasionally we use general comments from supervisors in promotional material. Do we have your permission to do this? Yes/No?

Has this evaluation been discussed with the student? Yes/No?

We encourage you to debrief in-person with your student. Your constructive feedback may have positive life-long consequences as they develop professionally.

Thank you for supporting the SFU Co-op Program!