Supervisor Evaluation of Workterm

Dear Co-op Supervisor,

Your time spent debriefing with your Co-op student can have a life-long impact on their career. It is extremely valuable as they develop and refine as professionals. A supervisor’s evaluation of their work term is required for their Co-op practicum.

We encourage you to find time near the end of your student’s work term to talk with them about their strengths and areas for improvement, as outlined in this evaluation. Thank you for mentoring our student.

Sincerely,

Marci Klemetsjö, Director
Co-operative Education, Simon Fraser University

Basic Information

If your basic information below is incorrect, please ask your student to update it in Symplicity.

Student:

Employer Name:

Job:

Supervisor:

Supervisor Title:

Supervisor Phone:

Area of Work Performance

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>Your student has consistently exceeded your expectations</td>
</tr>
<tr>
<td>B</td>
<td>Your student has met and occasionally exceeded your expectations</td>
</tr>
<tr>
<td>C</td>
<td>Your student has satisfactorily met your expectations</td>
</tr>
<tr>
<td>D</td>
<td>Your student has inconsistently met your expectations</td>
</tr>
<tr>
<td>F</td>
<td>Your student has not met your expectations</td>
</tr>
<tr>
<td>N/A</td>
<td>Not able to evaluate</td>
</tr>
</tbody>
</table>

*Interact 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

*Managing Conflict*:

Your student navigates conflict well and helps to find effective solutions, defuses conflict
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)

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

Yes ☐ No ☐

Save and Forward: Please click the Save button below. On the next screen, click the PDF button to save this evaluation for your records.

Thank you for supporting the SFU Co-op Program.