OFFICE OF PROFESSIONAL PRACTICE

PROFESSIONAL PRACTICE PROGRAMS
CO-OP STUDENT PERFORMANCE APPRAISAL
(To be completed by employer at the conclusion of Co-Op term)

Student: ___________________________ Employer: ___________________________

Major: ___________________________ Location: ___________________________

Graduation Date: ___________________________ GPA: ___________________________

Date: ___________________________ Work Session: 1 □ 2 □ 3 □ 4 □ 5 □

Faculty Coordinator: ___________________________

The Professional Practice student whose name appears above is nearing the completion of a work period. As the immediate supervisor, your appraisal of the student’s performance is important to the Co-Op Student and to Purdue University. Would you please complete this form and discuss your appraisal with the student assigned to you? It is the student’s responsibility to see that this completed form is returned to the Faculty Coordinator listed above within the first week of the upcoming academic session.

In each category below, please provide comments regarding this student’s job performance. In addition, please choose the numeric value that best represents the categorical proficiency (1 = poor, 5 = excellent).

INTRAPERSONAL COMPETENCIES

1 □ 2 □ 3 □ 4 □ 5 □
How would you appraise the student as it pertains to confidence, drive, self-motivation, and enthusiasm?

________________________________________________________________________

________________________________________________________________________

INFORMATION SYNTHESIS

1 □ 2 □ 3 □ 4 □ 5 □
How would you appraise the student as it pertains to listening skills, comprehension, and persuasiveness?

________________________________________________________________________

________________________________________________________________________

INTERPERSONAL COMPETENCIES

1 □ 2 □ 3 □ 4 □ 5 □
How would you appraise the student as it pertains to human relations, credibility, and assertiveness?

________________________________________________________________________

________________________________________________________________________

WORKPLACE READINESS

1 □ 2 □ 3 □ 4 □ 5 □
How would you appraise the student as it pertains to technical fluency, conceptual skills, and organization?

________________________________________________________________________

________________________________________________________________________
OUTSTANDING  ABOVE AVERAGE  SATISFACTORY  BELOW AVERAGE  UNSATISFACTORY

**Dependability** - is prompt; follows directions; trustworthy; meets obligations

**Adaptability** - Catches on quickly; follows detailed instructions well; can switch jobs easily

**Job Attitude** - Enthusiastic; a good team worker; willing to cooperate; accepts ideas; desires to improve; shows interest; works well with others

**Job Knowledge** - Has required knowledge and command of job skills; uses skills and knowledge well; a self-starter; seeks improvement

**Quality of Work** - Does a good job; accurate; neat; consistent
<table>
<thead>
<tr>
<th>Initiative</th>
<th>Outstanding</th>
<th>Above Average</th>
<th>Satisfactory</th>
<th>Below Average</th>
<th>Unsatisfactory</th>
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</thead>
<tbody>
<tr>
<td>Works well with minimal supervision; seeks things to do; seeks more responsibility</td>
<td>○</td>
<td>○</td>
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<tr>
<td>Accepts Suggestions - Eager to improve; seeks assistance; accepts and adopts constructive criticism</td>
<td>○</td>
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<tr>
<td>Loyalty - Has feeling for business; keeps confidences; exhibits concern</td>
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<td>○</td>
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<tr>
<td>Safety Awareness - Aware of safety procedures and hazards; appropriately cautious; concerned for orderliness</td>
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<tr>
<td>Overall Rating</td>
<td>○</td>
<td>○</td>
<td>○</td>
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</tr>
</tbody>
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**SIGNATURES**

*(THIS FORM IS NOT VALID UNLESS SIGNED)*

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**Co-Op Student**

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**Supervisor**

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**Employer Co-Op Coordinator**