

**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.

**INTRAPERSONAL COMPETENCIES**

How would you appraise the student as it pertains to *confidence, drive, self-motivation, and enthusiasm*?

**INFORMATION SYNTHESIS**

How would you appraise the student as it pertains to *listening skills, comprehension, and persuasiveness*?

**INTERPERSONAL COMPETENCIES**

How would you appraise the student as it pertains to *human relations, credibility, and assertiveness*?

**WORKPLACE READINESS**

How would you appraise the student as it pertains to *technical fluency, conceptual skills, and organization*?

**RELATIVE PROGRESS**

Does this student appear to be making satisfactory progress for his/her stage of development? Explain.

**WORKPLACE VALUE**

What suggestions do you have for this student which might increase his/her value to the organization?

**FUTURE OPPORTUNITIES**

Describe the anticipated work assignment for this student's next work session.

**SIGNATURES**

X

Co-Op Student

X

Supervisor

X

Employer Co-Op Coordinator

	Outstanding	Above Average	Satisfactory	Below Average	Unsatisfactory
<b>Dependability</b> - is prompt; follows directions; trustworthy; meets obligations					
<b>Adaptability</b> - Catches on quickly; follows detailed instructions well; can switch jobs easily					
<b>Job Attitude</b> - Enthusiastic; a good team worker; willing to cooperate; accepts ideas; desires to improve; shows interest; works well with others					
<b>Job Knowledge</b> - Has required knowledge and command of job skills; uses skills and knowledge well; a self-starter; seeks improvement					
<b>Quality of Work</b> - Does a good job; accurate; neat; consistent					
<b>Initiative</b> - Works well with minimal supervision; seeks things to do; seeks more responsibility					
<b>Accepts Suggestions</b> - Eager to improve; seeks assistance; accepts and adopts constructive criticism					
<b>Loyalty</b> - Has feeling for business; keeps confidences; exhibits concern					
<b>Safety Awareness</b> - Aware of safety procedures and hazards; appropriately cautious; concerned for orderliness					
<b>Overall Rating</b>					