



The Work Performance Evaluation (WPE) is a part of the student's academic record, and the overall assessment from this evaluation will be recorded on the student's official transcript. This evaluation can also be used as an informal tool throughout the co-op work term to assist you in the assessment of the student's ongoing progress.

The Work Performance Evaluation is to be completed by the co-op student's supervisor in one of two ways:

- Supervisors are emailed a link by Co-operative Education & Career Services (CECS) enabling direct electronic submission of the WPE
- Supervisors may choose to complete a hard copy of the WPE -- and then fax or scan/email the WPE to CECS (*contact details are below*)

The completed WPE is held on file by the University of Guelph CECS office. Please retain a copy of the evaluation for your records and share a copy with the student. To ensure that the student is actively involved in understanding the evaluation, the student is required to comment on this evaluation after it has been completed by the supervisor.

Thank you for your support of Co-operative Education at the University of Guelph.

Kind regards,

The Employment Team
Co-operative Education & Career Services
University of Guelph
(519) 824-4120 x52395
recruit@uoguelph.ca

***Important Note to Student*:**

It is your responsibility to ensure that this evaluation has been completed and submitted by your supervisor by the 2nd class day in the semester following your work term. Please keep a copy for your own records.

RETURN COMPLETED FORMS to CECS:
Fax: (519) 829-3965
Email: recruit@uoguelph.ca



EFFECTIVE TERM: (ie W16 for Winter '16)			
CO-OP CO-ORDINATOR REVIEWED (Initial):			

Co-operative Education Work Performance Evaluation

STUDENT ID

STUDENT SURNAME

STUDENT GIVEN NAME

ORGANIZATION

STUDENT JOB TITLE

The following evaluation allows the student's supervisor to comment on areas related to the student's work performance. Please provide a rating and comments in the spaces provided. Remarks should include areas of competence as well as areas for development.

1. Quality of work: accuracy, attention to detail, thoroughness, timeliness, neatness, etc.

Outstanding Unsatisfactory Not Applicable

2. Productivity: quantity of work in relation to expectations

Outstanding Unsatisfactory Not Applicable

3. Organization and Planning Skills

Outstanding Unsatisfactory Not Applicable

4. Decision Making and Judgment Skills

Outstanding Unsatisfactory Not Applicable

5. Oral and Written Communication Skills

Outstanding Unsatisfactory Not Applicable

6. Ability to Work with Others

Outstanding Unsatisfactory Not Applicable

7. Ability to Learn

Outstanding Unsatisfactory Not Applicable

8. Demonstrated Initiative

Outstanding Unsatisfactory Not Applicable

9. Reliability and Dependability

Outstanding Unsatisfactory Not Applicable

10. Please comment on the student's progress toward attaining his/her work semester learning goals (created early in the work term by the student as per Co-operative Education requirements).

11. Please make suggestions for the student's personal and professional development. Consider academic preparedness, career suitability, etc.

12. Overall Assessment

Please give your overall assessment of the student's job performance.

- Outstanding** Consistently performs at a level well beyond all aspects of the job requirements
- Very Good** Performs all aspects of the job requirements in a consistently competent manner, exceeding requirements in one or more key areas
- Good** Performs most aspects of the job requirements in a consistently competent manner
- Marginal** Performs some aspects of the job requirements in a competent manner, with significant improvement required in one or more key areas
- Unsatisfactory** Overall performance is clearly below acceptable standards for the job

13. Have you reviewed this completed Work Performance Evaluation with the student? (Please ensure the student has a copy.)

- Yes No

Employer Signature

Title/Organization

Date

NEXT WORK TERM (if applicable):

Have you offered to re-employ the student for his or her next scheduled work term?

- Yes No
 Undecided Not Applicable

If yes, was your offer:

- Accepted Declined

If the student has accepted, please confirm the work term dates:

From:

To:

STUDENT COMMENTS:
