

Student program/major:

Mount Royal University's Co-operative Education, work experience and internship programs are designed to integrate classroom learning with relevant work experience. To assess student competencies, this evaluation is based on the Conference Board of Canada's Employability Skills 2000+ as well as professional field/program-related skills relevant to the student job description and employer expectations.

When completing the student evaluation, we ask that the supervisor:

1. Reference the duties and requirements of the job description
2. Base the evaluation against the expectations of an entry-level employee in this role
3. Review and discuss this evaluation with the student
4. Provide a signed copy of the completed evaluation to the student
5. Submit the completed evaluation to Career Services by the deadline date provided by the coordinator.

Thank you for your time and support in completing this evaluation. **Please note:** this evaluation will be shared with the Mount Royal work experience coordinator, faculty and student for assessment and grading purposes.

Student name:	Work experience semester:	Report:
	January to April	Mid-term evaluation
Company name:	May to August	Final evaluation
	September to December	
Evaluator name:		

Rating

1 = Requires improvement 2 = Meeting expectations 3 = Exceeding expectations N/A = Insufficient opportunity to assess

	1	2	3	n/a		1	2	3	n/a
<p>Communication Skills</p> <p>Writes in a professional manner - proofs all work</p> <p>Listens and seeks to understand others' points of view</p> <p>Asks appropriate questions</p> <p>Uses tact and diplomacy</p> <p>Reads and understands information presented in a variety of forms (words, charts, diagrams)</p> <p>Communicates effectively and appropriately</p> <p>Information Management/Technology</p> <p>Employs research methods</p> <p>Retrieves information from multiple sources</p> <p>Evaluates accuracy of information</p> <p>Observes and records data using appropriate methods/tools</p> <p>Makes estimates and verifies calculations</p> <p>Analyzes data and information effectively</p> <p>Organizes information using appropriate technology/information systems</p> <p>Uses required technology effectively</p> <p>Organization and Planning</p> <p>Plans and implements projects</p> <p>Follows instructions accurately</p> <p>Is accountable for own role on project or team</p> <p>Prioritizes multiple tasks or projects effectively</p> <p>Manages time to meet deadlines</p> <p>Overall quality of work produced</p>					<p>Problem Solving/Critical Thinking</p> <p>Thinks critically to solve problems</p> <p>Applies creativity and innovation to explore solutions</p> <p>Displays decision-making ability</p> <p>Displays professional judgement</p> <p>Teamwork Skills</p> <p>Takes leadership when appropriate or required</p> <p>Manages and resolves conflict effectively</p> <p>Works well within the dynamics of a group</p> <p>Provides feedback in a constructive manner</p> <p>Respects diversity, individual differences and perspectives</p> <p>Contributes in group/team discussions</p> <p>Personal Management</p> <p>Demonstrates honesty and integrity</p> <p>Accepts and incorporates feedback</p> <p>Sets and achieves goals</p> <p>Adapts to changing requirements and information</p> <p>Works independently</p> <p>Seeks assistance when necessary</p> <p>Takes initiative</p> <p>Dresses appropriately for environment</p> <p>Displays professional office etiquette</p> <p>Respects own and others' time</p> <p>Overall Student Performance</p>				

Please type your comments into the space provided. If comments require additional space, please provide them in a separate document or email and submit with this form.

The student demonstrated the following knowledge and skills specifically related to this professional field or program of study:

The student's strengths include:

The student has demonstrated improvement in the following areas since beginning the work term or since the previous evaluation:

The student's areas for further development include:

Additional comments regarding overall student performance:

Has this report been discussed with the student?	Yes	No
Has the student been provided with a copy of this evaluation?	Yes	No

Supervisor's Signature
(Type name if emailing, please sign if faxing)

Date

Student's Signature
(Not necessary if emailing form and evaluation has been discussed with student. If faxing, please get student's signature.)

Please complete and return form to
workexperiencejobs@mtroyal.ca.
If faxing, print, sign and fax to 403.440.6655.