

**UNIVERSITY OF DAYTON  
WORK EXPERIENCE PERFORMANCE EVALUATION**

Student Name & Major:		Department:	
Employer:		Supervisor*:	
Work Period:	1	2	3
	4	5	
Student's Assignment*:			

Performance Evaluation

1 – Excellent	2 – Above Average	3 – Average	4 – Below Average	5 – Unsatisfactory	NA – Not Applicable
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1.	Leadership characteristics		8.	Organizational skills	
2.	Effectiveness in oral communication		9.	Problem solving	
3.	Effectiveness in written communication		10.	Takes initiative, self-starter	
4.	Technical ability		11.	Accuracy and thoroughness	
5.	Is effective in working with others		12.	Diligence and perseverance	
6.	Analytical ability		13.	Demonstrates self-confidence	
7.	Quality of work performed		14.	Demonstrates original and creative thinking	

				Overall Rating:			
Attendance:	Regular	Irregular(Days Missed)		Excellent	Satisfactory	Poor	
Punctuality:	Regular	Irregular(Days Missed)		+	-	+	-

Comments on performance, traits, specific incidents that would illustrate above appraisal:


Have you discussed this evaluation with the student?		Yes		No
Do you recommend the student be rehired next work term?		Yes		No

Student's Comments:


Signatures:

Student \_\_\_\_\_ Supervisor \_\_\_\_\_ Date \_\_\_\_\_

*\*If student had more than one major assignment and/or supervisor, additional copies of this form may be used.*

**\*\*Employer: Make a copy for your files and give a copy to student. Return form to Co-op office: 300 College Park Dayton, OH 45469-0227 or FAX: 937-229-2030**