

**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		10.	Takes initiative, self-starter	
2.	Effectiveness in oral communication		11.	Accuracy and thoroughness	
3.	Effectiveness in written communication		12.	Diligence and perseverance	
4.	Technical ability		13.	Demonstrates self-confidence	
5.	Is effective in working with others		14.	Demonstrates original and creative thinking	
6.	Analytical ability		15.	Professional and ethical responsibility	
7.	Quality of work performed		16.	Understands global and economic issues	
8.	Organizational skills		17.	Works independently and needs little direction	
9.	Problem solving				

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**