



# Leo Hayes High School

## Cooperative Education 120

### Student Work Place Evaluation Report

**Student Name:** \_\_\_\_\_ **Supervisor Name:** \_\_\_\_\_

**N.O.C. Code:** \_\_\_\_\_ **Office Phone:** \_\_\_\_\_ **Supervisor Cell Phone:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Purpose:**

The Cooperative Education Evaluation Report is to be one of the primary documents for evaluating student progress and learning on the job during the cooperative Education Placement. It is expected that students and employers work together in developing a Learning plan prior to the final evaluation to enhance student learning while at the placement. This document will be valued at 30% of the student's work for the course. It is important that it be completed with both student and employer comments prior to the deadlines noted below. Should there be any questions please contact me at 444-5304, or email at: malcolm.mulligan@nbed.nb.ca

**Midterm Evaluation is due March 26, 2021**

**Final Evaluation is due May 28, 2021.**

**Section 1: General work place skills and habits**

In each category check the box which most closely corresponds to student behavior. Please comment in the spaces provided.

**Section 2: After the Mid-Term, in the Learning Plan space provided**

Please identify the skills or behaviours you and the student will work to improve before the final evaluation period. Please specify how progress will be measured and how you and the student will know when the desired level of improvement has been attained.

**Rating Scale Defined**

Boxes are arranged in the following manner and approximate employee performance such as:

Please note there are two separate evaluations on this form. Please check the box which most closely corresponds to student behaviour for each of the Mid-term and Final evaluations.

	Midterm	Final	
			<b>Attendance and Punctuality</b> Expectation: Always present and ready to work on time; notifies days prior to a planned absence.
	<input type="checkbox"/>	<input type="checkbox"/>	Exceeds most expectations of a new employee
	<input type="checkbox"/>	<input type="checkbox"/>	Exceeds some expectations (Seldom late, 1 absence, but always notifies prior to an absence).
	<input type="checkbox"/>	<input type="checkbox"/>	Meets most expectations (2 absences and or tardies, but always notifies prior to an absence).
	<input type="checkbox"/>	<input type="checkbox"/>	Meets some expectations (3 absences and or tardies and / or no notification prior to an absence).
	<input type="checkbox"/>	<input type="checkbox"/>	Needs improvement in this area (please provide comments).
Midterm Comments:			
Final Comments:			

## Section 1: General Workplace Skills and Habits

In each category select the box which most closely corresponds to student behaviour for the current evaluation. Please comment in the space provided.

Midterm	Final	<b>Attendance and Punctuality</b>
		Expectation: Always present and ready to work on time; notifies days prior to a planned absence.
<input type="checkbox"/>	<input type="checkbox"/>	Exceeds most expectations of a new employee
<input type="checkbox"/>	<input type="checkbox"/>	Exceeds some expectations (Seldom late, 1 absence, but always notifies prior to an absence).
<input type="checkbox"/>	<input type="checkbox"/>	Meets most expectations (2 absences and or tardies, but always notifies prior to an absence).
<input type="checkbox"/>	<input type="checkbox"/>	Meets some expectations (3 absences and or tardies and / or no notification prior to an absence).
<input type="checkbox"/>	<input type="checkbox"/>	Needs improvement in this area (please provide comments).
Midterm Comments:		
Final Comments:		

Midterm	Final	<b>Attitude</b>
		Expectation: Always interested, enthusiastic, shows initiative, and willing to learn and improve.
<input type="checkbox"/>	<input type="checkbox"/>	Exceeds most expectations of a new employee
<input type="checkbox"/>	<input type="checkbox"/>	Exceeds some expectations. (Generally interested, some initiative, some prompting necessary).
<input type="checkbox"/>	<input type="checkbox"/>	Meets most expectations. (Interested, enthusiastic with selective skills and/or routine tasks).
<input type="checkbox"/>	<input type="checkbox"/>	Meets some expectations. (Interest in some areas, but requires prompting and/or supervision).
<input type="checkbox"/>	<input type="checkbox"/>	Needs improvement in this area. (Please provide comments).
Midterm Comments:		
Final Comments:		

## Section 1: General Workplace Skills and Habits

In each category select the box which most closely corresponds to student behaviour for the current evaluation. Please comment in the space provided.

Midterm	Final	<b>Working Safely</b> Expectations: Always informed about and follows all safety procedures.
<input type="checkbox"/>	<input type="checkbox"/>	Exceeds most expectations of a new employee
<input type="checkbox"/>	<input type="checkbox"/>	Exceeds some expectations. (Generally knowledgeable, seeks clarification when unsure).
<input type="checkbox"/>	<input type="checkbox"/>	Meets most expectations. (Assumes knowledge about safety but needs prompting and/or supervision).
<input type="checkbox"/>	<input type="checkbox"/>	Meets some expectations. (Unsure of safety procedures, reminders and/or supervision required).
<input type="checkbox"/>	<input type="checkbox"/>	Needs improvement in this area. (Please provide comments).
Midterm Comments:		
Final Comments:		

Midterm	Final	<b>Relations with others</b> Expectations: Always works well with others; excellent team worker.
<input type="checkbox"/>	<input type="checkbox"/>	Exceeds most expectations of a new employee
<input type="checkbox"/>	<input type="checkbox"/>	Exceeds some expectations. (Generally polite and helpful, usually works well with others).
<input type="checkbox"/>	<input type="checkbox"/>	Meets most expectations. (Sometimes can be difficult to work with and/or prefers to work alone).
<input type="checkbox"/>	<input type="checkbox"/>	Meets some expectations. (Student is shy/unapproachable, struggles with interaction).
<input type="checkbox"/>	<input type="checkbox"/>	Needs improvement in this area. (Please provide comments).
Midterm Comments:		
Final Comments:		

## Section 1: General Workplace Skills and Habits

In each category select the box which most closely corresponds to student behaviour for the current evaluation. Please comment in the space provided.

Midterm	Final	<b>Dependability</b> Expectations: Always completes assigned tasks with no reminders necessary; independent and honest.
<input type="checkbox"/>	<input type="checkbox"/>	Exceeds most expectations of a new employee
<input type="checkbox"/>	<input type="checkbox"/>	Exceeds some expectations. (Generally completes assigned tasks, Fairly independent).
<input type="checkbox"/>	<input type="checkbox"/>	Meets most expectations. (Completes routine tasks; sometimes requires supervision and/or repeated instruction).
<input type="checkbox"/>	<input type="checkbox"/>	Meets some expectations. (Sometimes completes routine tasks, supervision/reminders required).
<input type="checkbox"/>	<input type="checkbox"/>	Needs improvement in this area (Lacks independence needs supervision, instruction - Please Comment).
Midterm Comments:		
Final Comments:		

Midterm	Final	<b>Oral Communication</b> Expectation: Appropriate, Professional, clear, and easily communicates with staff and customers.
<input type="checkbox"/>	<input type="checkbox"/>	Exceeds most expectations of a new employee
<input type="checkbox"/>	<input type="checkbox"/>	Exceeds some expectations. (Generally communicates well with staff and customers).
<input type="checkbox"/>	<input type="checkbox"/>	Meets most expectations. (Usually appropriate, but sometimes struggles with communication skills).
<input type="checkbox"/>	<input type="checkbox"/>	Meets some expectations. (Sometimes appropriate, but displays some weakness in this area).
<input type="checkbox"/>	<input type="checkbox"/>	Needs improvement. (Difficulty communicating effectively Please provide comments).
Midterm Comments:		
Final Comments:		

## Section 1: General Workplace Skills and Habits

In each category select the box which most closely corresponds to student behaviour for the current evaluation. Please comment in the space provided.

Midterm	Final	<b>Written Communication</b> Expectation: Appropriate, Professional, clear, and free of errors with good penmanship.
<input type="checkbox"/>	<input type="checkbox"/>	Exceeds most expectations of a new employee.
<input type="checkbox"/>	<input type="checkbox"/>	Exceeds some expectations. (Generally communicates well, notes are neat and easy to read).
<input type="checkbox"/>	<input type="checkbox"/>	Meets most expectations. (Usually appropriate, but contains errors and/or poor penmanship).
<input type="checkbox"/>	<input type="checkbox"/>	Meets some expectations. (Sometimes appropriate, but displays some weakness in this area).
<input type="checkbox"/>	<input type="checkbox"/>	Needs improvement. (Difficulty with notes, spelling, neatness, organizing etc. Please comment).
Midterm Comments:		
Final Comments:		

Midterm	Final	<b>Initiative</b> Expectation: Manages time effectively; begins and finishes tasks without instruction; looks for work to do.
<input type="checkbox"/>	<input type="checkbox"/>	Exceeds most expectations of a new employee.
<input type="checkbox"/>	<input type="checkbox"/>	Exceeds some expectations. (Generally manages time effectively, self starter and completes assigned tasks).
<input type="checkbox"/>	<input type="checkbox"/>	Meets most expectations. (Can start and finish routine tasks without instruction).
<input type="checkbox"/>	<input type="checkbox"/>	Meets some expectations. (Does not manage time effectively, requires motivation to start and finish).
<input type="checkbox"/>	<input type="checkbox"/>	Needs improvement. (Unable to plan time and/or finish tasks without instruction -Please comment).
Midterm Comments:		
Final Comments:		

## Section 1: General Workplace Skills and Habits

In each category select the box which most closely corresponds to student behaviour for the current evaluation. Please comment in the space provided.

Midterm	Final	<b>Handling Criticism</b> Expectation: Always accepts positively; voluntarily modifies behaviour.
<input type="checkbox"/>	<input type="checkbox"/>	Exceeds most expectations of a new employee.
<input type="checkbox"/>	<input type="checkbox"/>	Exceeds some expectations. (Generally accepts criticism and attempts to self correct).
<input type="checkbox"/>	<input type="checkbox"/>	Meets most expectations. (Reacts positively, but requires help and/or direction modifying behaviour).
<input type="checkbox"/>	<input type="checkbox"/>	Meets some expectations. (Accepts criticism; usually needs supervision to change).
<input type="checkbox"/>	<input type="checkbox"/>	Needs improvement. (Accepts criticism; does not modify behaviour. Please provide comments).
Midterm Comments:		
Final Comments:		

Midterm	Final	<b>Judgement</b> Expectation: Always makes excellent decisions and responds appropriately.
<input type="checkbox"/>	<input type="checkbox"/>	Exceeds most expectations of a new employee.
<input type="checkbox"/>	<input type="checkbox"/>	Exceeds some expectations. (Generally makes good decisions and responds appropriately).
<input type="checkbox"/>	<input type="checkbox"/>	Meets most expectations. (Usually makes good decisions, shows good common sense).
<input type="checkbox"/>	<input type="checkbox"/>	Meets some expectations. (Sometimes makes poor decisions - Provide examples).
<input type="checkbox"/>	<input type="checkbox"/>	Needs improvement. (Shows poor judgement or lack of common sense - Please provide comments).
Midterm Comments:		
Final Comments:		

## **Section 2: Learning Plan (Create)**

### **Student Growth from the beginning of the placement to the Mid-Term period:**

Please comment below on the personal growth that you have observed in your Co-op student.

**Also**, write a plan for improvement in a skill or habit which you will monitor and evaluate before the end of the placement.

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Section 2: Learning Plan (assessment at end of placement)**

**Student growth from the Mid-Term period to the final evaluation Period:**

Please make comments below regarding the personal growth that you have observed in your Co-op student **since the midterm evaluation period**. How has the student progressed on the Learning Plan created at the Mid-Term evaluation?

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_