



Heritage College Work Term Placement Student Performance Evaluation

CONFIDENTIAL

Thank you for participating in the Heritage College Work Term Placement Partnership.

The performance evaluation should be completed by the person who is in the best position to evaluate the student's work performance, skills and attitude.

Please discuss your evaluation with the student and ask for his/her written response to your appraisal.

The signed, completed form should be returned directly to:

Celina Fleury-Gow
Education Advisor / Conseillère Pédagogique
Heritage College
325 Boul. Cité des Jeunes
Gatineau (QC)
J8Y 6T3

Fax: 819-595-5091

Tel: 819-778-2270 ext. 2804

Work Term Placement Performance Evaluation For: _____

Please complete the categories which are applicable to the student's performance

Interest in Work

- High interest; very enthusiastic
- More than average amount of interest and enthusiasm
- Satisfactory amount of interest and enthusiasm
- Interest sporadic; occasionally enthusiastic
- Low interest or enthusiasm shown

Initiative

- Self-starter; asks for additional work
 - Displays initiative consistently
 - Acts voluntarily in routine situations
 - Relies on others; must be told frequently what to do
 - Lacks initiative; waits to be told what to do next
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Planning and Organizing

- Does an outstanding job of planning and organizing work and time
- Plans and organizes work and time very effectively
- Does normal amount of planning and organizing
- More often than not fails to plan and organize work and time effectively
- Consistently fails to plan and organize work and time effectively

Ability to Learn

- Excellent
 - Above average
 - Average
 - Below average
 - Slow
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Quality of Work

- Excellent; very few errors
- Good; few errors
- Satisfactory; has normal number of errors
- Marginal; more than average number of errors
- Unsatisfactory; frequent number of errors

Quantity of Work

- Excellent productivity
 - Good productivity
 - Satisfactory productivity
 - Marginal productivity
 - Unsatisfactory
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Creativity

- Continually offers new ideas; extremely imaginative
- Frequently offers new ideas; imaginative
- Has average imagination and a reasonable number of new ideas
- Rarely offers new ideas; limited imagination
- Appears unimaginative

Judgement

- Decisions always based on thorough analysis of the situation
 - Usually makes good decisions
 - Decisions are satisfactory in routine situations
 - Decisions often based on inadequate analysis of the situation
 - Decisions are not usually dependable
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Problem Solving Skills

- Highly adept and innovative
- Adept at solving problems
- Satisfactory problem solving skills
- Exhibits marginal problem solving skills
- Exhibits inadequate problem solving skills

Dependability

- Reliable in any situation
- Reliable in most situations
- Reliable in routine situations
- Somewhat unreliable; frequently needs supervision
- Unreliable; requires close supervision

Interpersonal Skills

- Always works in harmony with others; an excellent team worker
- Congenial and helpful; works well with colleagues
- Most relations with others are harmonious under normal circumstances
- Difficult to work with at times; sometimes antagonizes others
- Frequently quarrelsome and causes friction

Response to Supervision

- Responds maturely, positively and promptly to suggestions and criticism from supervisor.
- Accepts suggestions and criticism from supervisor willingly.
- Accepts suggestions and criticism from supervisor in an acceptable manner.
- Accepts suggestions and criticism from supervisor reluctantly.
- Often responds negatively to suggestions and criticism from supervisor

Written Communication

- Exceptionally clear, well organized and concise
- Clear, organized and concise
- Satisfactory writing skills
- Sometimes encounters difficulty in writing clearly and concisely
- Inadequate writing skills

Verbal Communication

- Exceptional verbal expression; clear, well organized and easily understood.
- Clear and understandable.
- Satisfactory verbal skills.
- Sometimes encounters difficulty in speaking clearly and concisely.
- Inadequate verbal communication skills

Leadership Qualities

- Excellent; ability to motivate and direct others
- Good
- Satisfactory
- Marginal
- Presently lacks ability to motivate and direct others

Adaptation to Formal Organization, Rules and Policies

- Fully adaptable to recognized organizational structures, rules and policies.
- Good adaptation to recognized organizational structures, rules and policies.
- Satisfactory adaptation to recognized organizational structures, rules and policies.
- Sometimes has difficulty adapting to recognized organizational structures, rules and policies.
- Adapts poorly to recognized organizational structures, rules and policies

Overall Performance:

- Excellent**
- Good**
- Average**
- Marginal**
- Unsatisfactory**

Areas of Strength

Areas for Development

Employer’s Comments

Briefly describe the student’s main responsibilities during the co-op term and comment on the student's overall performance. Include, if applicable, suggestions for additional academic or work exposure.

Comment on the student as a potential candidate for permanent employment following graduation (if applicable).

Student’s Comments

Comment on your work term and your performance evaluation.

This evaluation has been discussed with the student: Yes No

Evaluated by

Title

Evaluator’s Signature

Date

Student’s Signature

Date