

Co-op Student Final Evaluation

The Final Evaluation is completed during the last week of your employment contract. It is an opportunity to reflect on your overall performance, the work term experience, and to identify progress made since the Mid-Term Evaluation.

You are encouraged to engage in open and honest reflection, thinking about areas where you excelled, areas you improved since the Mid-Term Evaluation, and areas to strengthen.

Similarly, the employer also completes a Final Evaluation to have the opportunity to reflect on the work term experience and provide feedback on your performance.

It is recommended that you meet with your supervisor before you complete your work term to discuss the work term experience and for both parties to have an opportunity to share their reflections in this Final Evaluation.

Please note: the results of this evaluation will remain confidential and only be visible to the Co-op Team. If you have any questions or concerns, please contact jkerswill@trentu.ca.

Your Name:

Your Job Title:

Supervisor/Manager's Name:

Supervisor/Manager's Job Title:

Please rate your performance to date:

- 5** Outstanding: Consistently performs at a level beyond aspects of the job requirements.
- 4** Very good: Performs all aspects of the job requirements in a consistently competent manner, exceeding requirements in one or more key areas.
- 3** Good: Performs most aspects of the job requirements in a consistently competent manner.
- 2** Adequate: Performs some aspects of the job requirements in a competent manner, with improvements required in one or more key areas.
- 1** Unsatisfactory: Overall performance is clearly below acceptable standards and/or performance is below expectations for the job role.

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(5) Outstanding (4) Very Good (3) Good (2) Adequate (1) Unsatisfactory

Quality of Work: Accuracy, Detail, Thoroughness

Productivity

Professionalism

Decision Making and Judgment Skills

Oral and Written Communication Skills

Ability to work with others

Ability to learn

Demonstrated Initiative

Reliability and Dependability

Adaptability

Time Management and Organizational Skills

Digital Skills

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| Quality of Work: Accuracy, Detail, Thoroughness | |
| Productivity | |
| Professionalism | |
| Decision Making and Judgment Skills | |
| Oral and Written Communication Skills | |
| Ability to work with others | |
| Ability to learn | |
| Demonstrated Initiative | |
| Reliability and Dependability | |
| Adaptability | |
| Time Management and Organizational Skills | |
| Digital Skills | |

Comments or reflections on your overall performance, including strengths and areas for improvement:

Please provide any written feedback on your performance ratings given above. This could include comments about why you feel you gave the rating you did, or any specific comments about your workplace skills. This provides us with helpful information to identify the improvements made in your performance since the Mid-Term Evaluation.



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Please describe your progress toward attaining your work semester learning goals set out at the beginning of the term (minimum 250 words):

If given the opportunity, would you be interested in returning to this employer for your next work term?

Yes No Not Applicable

If yes, has the employer offered to re-employ you for your next work term?

Yes No To Be Determined Not Applicable

If yes, have you responded to the offer?

Accepted Declined Undecided Not Applicable

Thank you for completing your Final Evaluation on your work term experience.

Students, please submit this document on the Student Experience Portal to your Work Term Record under "Co-op Final Student Evaluation."

The Final Evaluation must be submitted on the Student Experience Portal on your Work Term Record by 11:59pm on the last day of your employment contract.

