

# Co-op Student Midterm Evaluation

The Mid-Term Evaluation is completed midway through your employment contract. It is an opportunity to reflect on your performance thus far, the work term experience, and to identify progress made since the start of your work term.

You are encouraged to engage in open and honest reflection, thinking about areas where you excelled and areas to strengthen.

Similarly, the employer also completes a Mid-Term Evaluation to have the opportunity to reflect on the work term experience thus far and provide feedback on your performance.

It is expected that you meet with your supervisor to discuss the work term experience and for both parties to have an opportunity to share their reflections in this Mid-Term 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](mailto: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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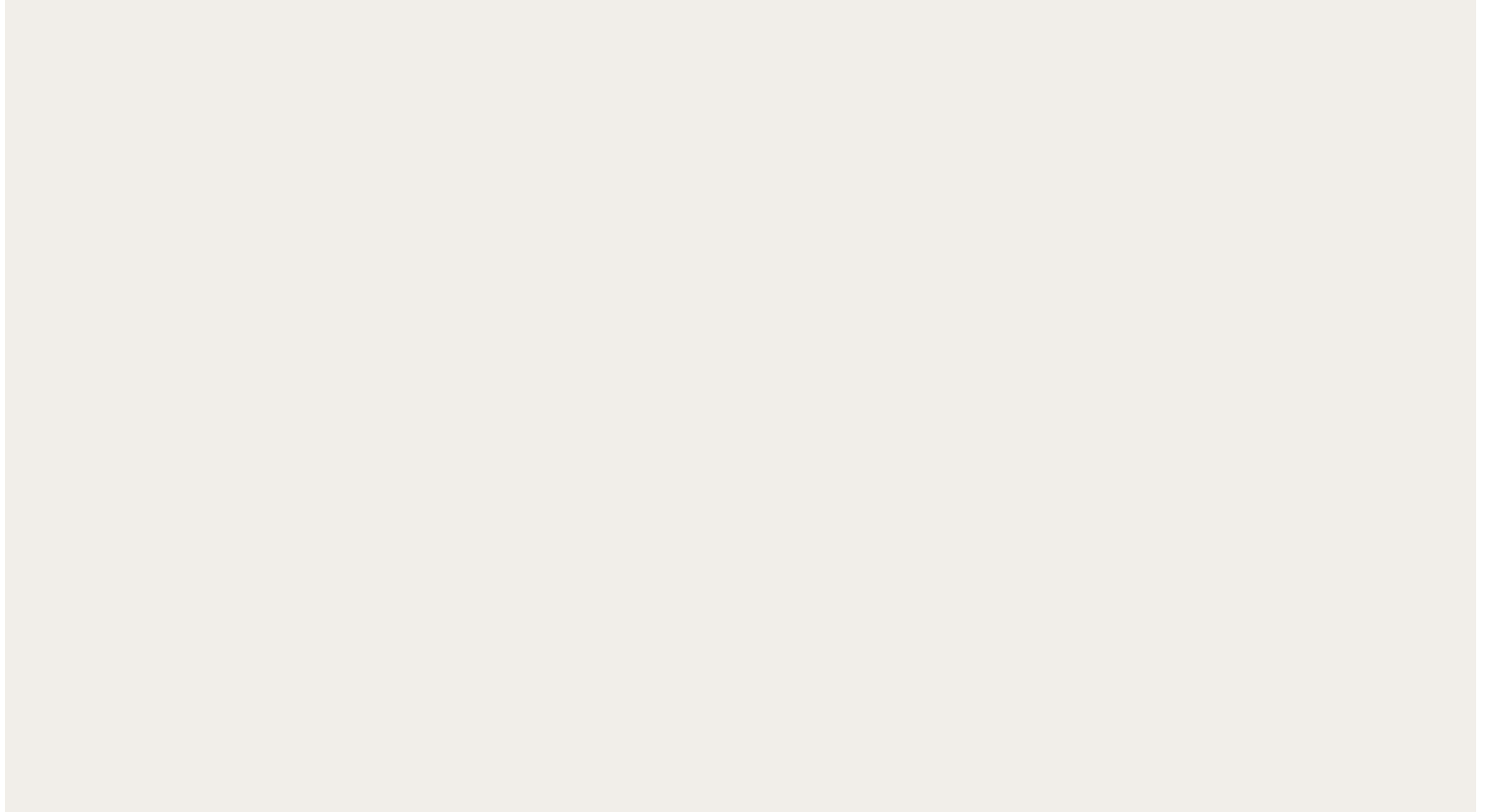
	(5) Outstanding	(4) Very Good	(3) Good	(2) Adequate	(1) Unsatisfactory
Quality of Work: Accuracy, Detail, Thoroughness					
Decision Making and Judgement Skills					
Digital Skills					
Ability to Work With Others					
Time Management and Organizational Skills					
Punctuality and Dependability					
Professionalism					
Verbal Communication Skills					
Written Communication Skills					
Adaptability					
Creativity & Innovation					
Initiative					

**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 best support you throughout the remainder of the work term.*

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Please provide any other comments or feedback that you wish to share with Co-op Team:



Thank you for completing your Mid-Term Evaluation on your work term experience.

Please submit this document on the Student Experience Portal to your Work Term Record under "Co-op Mid-Term Student Evaluation" by the due date specified by your Co-op Coordinator.