



University of Northern Virginia
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 Annandale, Virginia 22003
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Performance Evaluation

Dear Supervisor:

Please use this form to evaluate the performance of the UNVA Co-Op student at the end of 6 months of consecutive employment. After filling the form out, please go over it with the employee/student.

This form may be returned by fax to (703) 941-0893, mailed to Ms. Poonam Pandey at the address on top of the page, by email at ppandey.admin@unva.edu or hand-delivered to the Co-Op Office at UNVA Annandale campus. If you have questions, I can be reached at (703) 941-0949, extension 130. Thank you for your time.

Name of Organization: _____

Name of Supervisor: _____

Supervisor's Title: _____

Name of Student: _____

Please list the student's primary assignments and projects:

Performance Rating Key

E= Excellent S=Satisfactory NI=Needs Improvement U=Unsatisfactory NA=Not Applicable

Approach to Work

| | | | | | |
|--------------------------|---|---|----|---|----|
| Attendance/Punctuality | E | S | NI | U | NA |
| Enthusiasm for Work | E | S | NI | U | NA |
| Compliance with Policies | E | S | NI | U | NA |

Interpersonal Skills/Communication Skills

| | | | | | |
|-------------------------|---|---|----|---|----|
| Teamwork | E | S | NI | U | NA |
| Customer/Client Service | E | S | NI | U | NA |
| Listening Skills | E | S | NI | U | NA |
| Verbal Skills | E | S | NI | U | NA |
| Writing Skills | E | S | NI | U | NA |
| Presentations Skills | E | S | NI | U | NA |

Reasoning

| | | | | | |
|---------------------------------|---|---|----|---|----|
| Analytical/Investigative Skills | E | S | NI | U | NA |
| Problem Solving | E | S | NI | U | NA |
| Acceptance of Criticism | E | S | NI | U | NA |

Quality of Work/Productiveness

| | | | | | |
|------------------------------|---|---|----|---|----|
| Accuracy | E | S | NI | U | NA |
| Innovation/Creative Thinking | E | S | NI | U | NA |
| Initiative | E | S | NI | U | NA |
| Organizational Skills | E | S | NI | U | NA |
| Technical/Computer Skills | E | S | NI | U | NA |
| Mathematical Skills | E | S | NI | U | NA |
| Ability to Meet Deadlines | E | S | NI | U | NA |
| Overall Job Performance | E | S | NI | U | NA |

Would you rehire this student: YES NO
If NO, please give reason: _____.

Employer's Comments: _____

_____.

Student's Comments: _____

_____.

Employer's Signature: _____ Date: _____

Student's Signature: _____ Date: _____