CAREER SERVICES

CO-OP EMPLOYER EVALUATION

In order for the student to successfully complete the UNM Co-op Program and earn a credit ("CR") on his/her academic transcript, you will have to complete this evaluation form. The information gathered through this evaluation form will provide us with feedback on the student's Co-op experience and the overall process of the UNM Co-op Program.

The completion of the 'Student Evaluation' and the 'Employer Evaluation' form is considered the student's "Final Exam." Failure to complete both forms and to return it to UNM Career Services before the last day of classes for each semester will result in a no-credit ("NC") entry on the student's transcript and a subsequent ban from the UNM Co-op Program.

There will be no exceptions and no retroactive credit Co-op will be allowed. This information is kept strictly confidential.

EMPLOYER INFORMATION

Co-op Term: ☐ Fall ☐ Spring ☐ Summer **Year: 20_____**
PLEASE SELECT ONE

Company: _____

City: _____ **State:** ____

Supervisor: _____

Job Title: _____

Student Name: _____

Student Title: _____

Start Date: ____ / ____ – ____ / ____ – ____ / ____ (beginning of semester)
Month Day Year

End Date: ____ / ____ – ____ / ____ – ____ / ____ (end of semester)
Month Day Year

Hours Worked: _____ (total) ☐ **Full-Time** ☐ **Part-Time**

EVALUATION

Please rate the statements below based on the following scale:

5 = Strongly Agree 4 = Agree 3 = Indifferent 2 = Disagree 1 = Strongly Disagree

The Co-op Student...

... met the learning goals for the position	5	4	3	2	1
... was able to apply concepts learned in class	5	4	3	2	1
... understood concepts and theories with relative ease	5	4	3	2	1
... completed assigned tasks efficiently and promptly	5	4	3	2	1
... conducted self in a professional manner	5	4	3	2	1
... was punctual, reliable, and demonstrated initiative	5	4	3	2	1
... sought supervision and guidance when needed	5	4	3	2	1
... kept others informed of work progress	5	4	3	2	1
... responded well to supervision/constructive criticism	5	4	3	2	1
... received supervision for professional development	5	4	3	2	1

I recommend the Student ...

... for another Co-op placement with my company	5	4	3	2	1

Will the student continue the Co-op next semester? ☐ Yes ☐ No

If "No", why not? _____

We offered the student a position after graduation? ☐ Yes ☐ No

If "No", why not? _____

Specific projects the student accomplished this semester:

Reports/Papers the student submitted as a result of this placement:

Suggestions for further growth in the student's field:

Comments on the UNM Co-op Program:

Thank you for your participation in the UNM Co-op Program.

Supervisor: I certify that this performance appraisal represents my best judgment and has been discussed with the student.

Supervisor Name (Printed) Supervisor Signature Month / Day / Year

Student: I certify that this evaluation has been discussed with me.

Student Name (Printed) Student Signature Month / Day / Year