



## Cooperative Education Internship Program Employer's Final Co-op/Intern Evaluation

Employer \_\_\_\_\_

Address \_\_\_\_\_

Prepared by \_\_\_\_\_ Date \_\_\_\_\_

### TO THE EMPLOYER

*By evaluating and commenting on the performance of your WCSU co-op/intern student using professional competencies developed by the National Association of Colleges and Employers (NACE), you will help him/her develop positive skills and provide feedback to improve the quality of our experiential programs. If you have questions about this form or about the co-op/internship program, please call (203) 837-8265.*

Student's name \_\_\_\_\_ Major \_\_\_\_\_

Job title \_\_\_\_\_ Starting date of internship \_\_\_\_\_

2. Please rank student's performance according to the following scale:

- 5. OUTSTANDING: Performance is exceptional in all areas and is clearly superior to others.
- 4. VERY GOOD: Performance is of high quality and is achieved on a consistent basis.
- 3. GOOD: Performance is competent and consistently meets job standards.
- 2. IMPROVEMENT NEEDED: Performance is deficient in certain areas and improvement is needed.
- 1. UNSATISFACTORY: Performance is generally unacceptable and requires immediate improvement.
- N/A. Not Applicable

	5	4	3	2	1	N/A
<b>PROFESSIONALISM:</b> _____						
Demonstrates personal accountability and effective work habits, e.g., punctuality, working productively with others, time workload management, and understands the impact of non-verbal communication on professional work image.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>WORK ETHIC:</b> _____						
Demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>CRITICAL THINKING:</b> _____						
Exercises sound reasoning to analyze issues, make decisions, and overcome problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PROBLEM SOLVING:</b> _____						
Ability to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ORAL/WRITTEN COMMUNICATION:</b> _____						
Articulates thoughts and ideas clearly and effectively in oral and written forms. Demonstrates public speaking skills; ability to express ideas to others. Ability to write/edit memos, letters and technical reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>GLOBAL/INTERCULTURAL FLUENCY:</b> _____						
Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. Demonstrates openness, inclusiveness, sensitivity, the ability to interact respectfully with all people.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**TEAMWORK/COLLABORATION:**

Ability to build collaborative relationships with others from diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. Ability to work within a team structure, and can negotiate and manage conflict.

**DIGITAL TECHNOLOGY:**

Ability to leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. Demonstrates effective adaptability to new and emerging technologies.

**LEADERSHIP:**

Ability to leverage the strengths of others to achieve goals, and use interpersonal skills to coach others. Ability to assess and manage emotions; use empathetic skills to guide and motivate; organize, prioritize, and delegate work.

**CAREER MANAGEMENT:**

Identify and articulate skills, strengths, knowledge, and experiences relevant to career goals, and identify areas necessary for professional growth. Ability to navigate, explore and self-advocate career options.

**3. FEEDBACK:** Please use this section to share your comments related to student performance during this experience.

**4. CERTIFICATION OF HOURS**

I certify that the student named on the front of this form has worked at least \_\_\_\_\_ (total number of hours) during the period between \_\_\_\_\_ and \_\_\_\_\_ (provide dates).

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_

*We encourage you to review this form and its contents with your co-op/intern student.*

**Please return this form directly to:**

**Dr. Anthony Ciarleglio, Director of Cooperative Education Internship Program**  
Career Success Center  
Western Connecticut State University  
181 White Street  
Danbury, CT 06810

You may also e-mail this form to [ciarleglio@wcsu.edu](mailto:ciarleglio@wcsu.edu).

**Thank you.**