



Mendocino College Cooperative Work Experience Education Employer's Evaluation Form

Student

of Learning Objectives Being Evaluated

Employer

Semester

PLEASE PLACE A ✓ MARK IN THE APPROPRIATE COLUMNS, BELOW:

HUMAN RELATIONS: (25% of total evaluation score)	Always: 10	9.5	With few exceptions: 9	8	Usually: 7	6	Infrequently 5	N/A
Works cooperatively and effectively as a team member								
Is friendly and helpful to team members								
Is courteous and helpful to customers/clients								
Communicates effectively – written								
Communicates effectively – orally								
Solicits feedback to improve performance								
ATTITUDE:								
Uses mature judgment								
Takes responsibility for own actions								
Shows initiative								
Effectively works independently, when required								
Accepts feedback non-defensively								
Applies recommendations and helpful suggestions								
Provides constructive criticism in a respectful manner								
WORKMANSHIP AND SKILL:								
Understands job requirements								
Strives for improvement								
Manages/organizes time effectively								
Manages/organizes tasks effectively								
Does a thorough job								
Performs tasks and skills accurately								
Uses tools and equipment accurately and effectively								
DEPENDABILITY:								
Arrives at work and leaves when scheduled								
Works all scheduled shifts								
Meets deadlines								

LEARNING OBJECTIVES (75% of total evaluation score)

Use the following scale to score this student's achievement of the approved learning objectives. Please refer to the attached Learning Objectives documents (the student may have anywhere from 1 to 8 Learning Objectives)

Excellent: 9-10 Met all expectations, exceeded most key expectations	Very Good: 8-8.5 Met all expectations; exceeded some key expectations	Acceptable: 7-7.5 Met most expectations; met all key expectations	Below Standard: 6-6.5 Met many expectations but only a few key expectations	Unacceptable: 0-5 Met few expectations; met no key expectations
--	---	---	---	---

LO #1	LO #2	LO #3	LO #4
LO #5	LO #6	LO #7	LO #8

Comments:

Employer Signature

Date