

MIAMI UNIVERSITY
PAPER AND CHEMICAL ENGINEERING DEPARTMENT
64 Engineering Building
Oxford, OH 45056

EMPLOYER EVALUATION FORM

Student Name _____ Grade _____
Level _____
Supervisor _____
Company _____
Work period _____

INSTRUCTIONS: The immediate supervisor should evaluate the student objectively; comparing him/her with other students of comparable academic level, with other personnel assigned the same or similarly classified jobs.

ACADEMIC PREPAREDNESS

Did you find the student's academic preparation adequate for your needs?

Yes No Not Sure

If no or not sure, in which areas would you have liked to see more proficiency?

Technical writing Working with others
Computer skills Others (please list)

If you care to make any comments on the following topics (or your own) relative to the co-op student's academic preparation, please do so here.

Work habits

Safety awareness

Accepting responsibility

Communicating with e-mail, etc.

Total quality concepts

Fundamentals of math, science, and engineering

Additional Remarks:

Relations With Others

- Exceptionally well accepted
- Works well with others
- Gets along satisfactorily
- Has some difficulty working with others
- Works very poorly with others

Attitude –Application to Work

- Outstanding in enthusiasm
- Very interested and industrious
- Average in diligence and interest
- Somewhat indifferent
- Definitely not interested

Judgment

- Exceptionally mature
- Above average in making decisions
- Usually makes the right decisions
- Often uses poor judgment
- Consistently uses poor judgment

Dependability

- Completely dependable
- Above average in dependability
- Usually dependable
- Sometimes neglectful or careless
- Unreliable

Ability to Learn

- Learns very quickly
- Learns readily
- Average in learning
- Rather slow to learn
- Very slow to learn

Quality of Work

- Excellent
- Very good
- Average
- Below average
- Very poor

Attendance

- Regular
- Irregular

Punctuality

- Regular
- Irregular

What are the student’s major strengths?

What specific areas of improvement may help the student’s advancement?

OVER-ALL PERFORMANCE: Outstanding Very Good + Average - Marginal
Unsatisfactory

-
-
-
-
-
-
-

Will the student return for another co-op work period? Yes No If yes, start date of next period _____

Does the co-op have potential for permanent employment with your company upon graduation?
 Too soon to evaluate Yes No

Immediate Supervisor _____
Date _____
(Please Print)

Phone and/or E-mail _____

Please return form via mail or email to: Laurie Guest (guestl@muohio.edu)
Paper and Chemical Engineering Department
Miami University
64 Engineering Building
Oxford, OH 45056