

SUPERVISOR EVALUATION, CO-OP & INTERNSHIP PROGRAM

The Supervisor Evaluation (due every 4-month work term) is a crucial part of the performance evaluation process of a student in a co-op/internship. The evaluation is a part of the student's final pass/fail grade at the end of each work term. As a supervisor, you contribute to the student's final grade by providing feedback on his/her progress every four months.

Company Name:

Supervisor Name & Position Title:

Student Name:

Are you a York University alumni? *

If Yes, please indicate your faculty and/or degree completed:

Date evaluation completed:

Has the report been discussed with the student? *

Date evaluation was discussed with student:

Please rate the quality of the following based on the student's performance:

Interest in work *

Initiative*

Ability to learn*

Standard of work*

Judgement*

Dependability*

Teamwork*

Response to supervision*

Interpersonal skills*

Oral communications*

Written communications*

List 2 to 3 strengths demonstrated by the student

Provide area(s) of improvement for the student.

Overall Performance*

Can we use your comments on our Co-op program's promotional material?*

Would you hire this student again? Why or why not?

If this is the student's final work term with you, would you like to repost this position for another work term?*

If yes, please select work term*

Additional Comments*

Supervisor's Signature

Date:

Thank you for sharing your feedback! We are here to support you and the student to ensure a successful work term. Please do not hesitate to reach out at hirecoop@lassonde.yorku.ca if you would like to arrange a meeting.
