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**Evaluation of Student Performance**

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| Student’s Name |  |
| Name of Host Employer *(Company/Institution)* |  |
| Evaluator’s Name |  |
| Evaluator’s Title |  |
| Evaluator’s Telephone Number |  |
| Evaluator’s Extension |  |
| Evaluator’s E-mail Address |  |
| Dates of Placement (from – to) |  |
| Date of Evaluation |  |
| Type of Work Assigned |  |

**Please select a program ☑ -- The student named above is enrolled in the following program:**

🞏 Office Administration – Executive 🞏 Office Administration – Legal 🞏 Office Administration – Medical

🞏 Tourism and Travel

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| --- | --- | --- | --- |
| 1 | **Quality of Work** Thoroughness/Presentation/Accuracy *Comments:* | 🞏 | Consistently above average |
|  | 🞏 | Acceptable |
|  | 🞏 | Frequently requires work to be redone |
| 2 | **Quantity of Work** Productivity within established time frames *Comments:* | 🞏 | Handles required workloads; undertakes additional work when required |
|  | 🞏 | Volume of work meets expectations |
|  | 🞏 | Volume of work is marginal |
| 3 | **Time Management** Effective use of working time/organization/priority setting *Comments:* | 🞏 | Usually accomplishes work in advance of deadline |
|  | 🞏 | Completes work on time |
|  | 🞏 | Frequently work is late |
| 4 | **Level of Direction** Takes responsibility for carrying out tasks to their ultimate conclusion *Comments:* | 🞏 | Anticipates the need for further action(s) and proceeds to work on them without specific direction |
|  | 🞏 | Recognizes need for further follow-up and asks for approval before proceeding |
|  | 🞏 | Seldom/never identifies the need for further action or follow-up |
| 5 | **Cooperation / Attitude** Does student work harmoniously and effectively with co-workers and supervisor? *Comments:* | 🞏 | Tactful and considerate; offers to assist others |
|  | 🞏 | Willingly accepts direction/constructive criticism |
|  | 🞏 | Occasionally encounters difficulties |
| 6 | **Dependability** Ability to fulfill responsibilities with limited supervision. Observance of established policies and procedures *Comments:* | 🞏 | Accomplishes tasks; works well on own |
|  | 🞏 | Normal supervision required |
|  | 🞏 | Must be constantly supervised |
| 7 | **Appearance** Grooming and dress appropriate for role *Comments:* | 🞏 | Consistently well dressed and groomed |
|  | 🞏 | Adequate |
|  | 🞏 | Improvement needed |

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| 8 | **Punctuality / Attendance** Was the student punctual? Did the student attend all scheduled days of work? | |  | | *Comments:*  Visit Us: www.mohawkcollege.ca/dept/business |
|  | |  |
| 9 | **Skills** How well are the following skills performed? | |  | |  |
|  | |  |
|  | a. **Computer Skills**  List software used: | | 🞏 | | More than adequate knowledge to do the job |
|  | 🞏 | | Sufficient knowledge to do the job |
|  | 🞏 | | Inadequate – often needs instruction |
|  | 🞏 | | Not applicable |
|  | b. **Equipment**  List equipment used: | | 🞏 | | More than adequate knowledge to do the job |
|  | 🞏 | | Sufficient knowledge to do the job |
|  | 🞏 | | Inadequate – often needs instruction |
|  | 🞏 | | Not applicable |
|  | c. **Telephone Techniques**  *Comments:* | | 🞏 | | More than adequate knowledge to do the job |
|  | 🞏 | | Sufficient knowledge to do the job |
|  | 🞏 | | Inadequate – often needs instruction |
|  | 🞏 | | Not applicable |
|  | d. **Records Management**  *Comments:* | | 🞏 | | More than adequate knowledge to do the job |
|  | 🞏 | | Sufficient knowledge to do the job |
|  | 🞏 | | Inadequate – often needs instruction |
|  | 🞏 | | Not applicable |
|  | e. **Vocabulary / Terminology**  *Comments:* | | 🞏 | | More than adequate knowledge to do the job |
|  | 🞏 | | Sufficient knowledge to do the job |
|  | 🞏 | | Inadequate – often needs instruction |
|  | 🞏 | | Not applicable |
|  | f. **Sales Techniques**  *Comments:* | | 🞏 | | More than adequate knowledge to do the job |
|  | 🞏 | | Sufficient knowledge to do the job |
|  | 🞏 | | Inadequate – often needs instruction |
|  | 🞏 | | Not applicable |
|  | g. **Customer Service** (flexibility / adaptability / empathy / attitude)  *Comments:* | | 🞏 | | More than adequate knowledge to do the job |
|  | 🞏 | | Sufficient knowledge to do the job |
|  | 🞏 | | Inadequate – often needs instruction |
|  | 🞏 | | Not applicable |
| 10 | **Performance** | |  | |  |
|  | If the student undertook work requiring other skills, please describe work done and the student’s ability to complete it. Include any other remarks about the student’s performance. It would also be helpful if you would suggest what the student could do to improve her/his chances of gaining and keeping a job in today’s office environment. | | | | |
| 11 | **Employability**  To what degree do you consider this student ready for employment? *Comments:* |  | | Select one.  *Low* 1 🞏 2 🞏 3 🞏 4 🞏 5 🞏 *High* | |
| 12 | **Evaluation Shared** Has the contents of this evaluation been discussed with the student? |  | | 🞏 yes 🞏 no | |
| 13 | **Additional Comments** | | | | |

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| Please fax this form back to 905-575-2332 **or complete it online (preferred method)** at: [*www.mohawkcollege.ca/business/oa-placement*](http://www.mohawkcollege.ca/business/oa-placement)  by **April 19, 2019** |