

**Columbia College**  
**STUDENT PERFORMANCE REVIEW**  
**Pre-Career Co-op Education and Work Experience Placements**

<b>NOTE:</b>	<b>Clarification of Terms</b>
<b>Must; Shall; Will:</b>	These words or phrases indicate actions or activities that are <i>essential</i> or <i>mandatory</i> .
<b>Should:</b>	This word implies that it is highly desirable to perform certain actions or activities, but not essential or mandatory.
<b>May or Could; Can:</b>	These words imply freedom or liberty to follow an alternative to the action or activity being presented in a document.

Student Name: \_\_\_\_\_

**Introduction:**

In completing this performance review, the goal is that the student, faculty, and supervisor will gain a clear picture of the strengths and limitations of the student's co-operative education/work experience performance, and whether it has been successfully completed or not. The successful completion of the co-operative education/work experience constitutes a beginning level of competence in an occupation or field of work.

This review will be used as an important input for determining success in the student's co-operative education. The final responsibility for determining whether or not the student has successfully completed a co-operative education/work experience is the student's supervisor at the College. It is Columbia College's intention that this performance review will help the student identify areas for future development and growth.

Please rate the student on each characteristic below using the following scale:

- 5 = Exceptional performance demonstrating consistency all the time
- 4 = Very good performance demonstrating consistency majority of the time
- 3 = Good performance usually demonstrating consistency
- 2 = Marginal performance demonstrating very little consistency
- 1 = Poor performance with no consistency
- N/A = not applicable

<b>SECTION 1 - GENERIC SKILLS</b>							
1.	Approaches work in a pleasant, co-operative, and positive way.	5	4	3	2	1	N/A
2.	Presents an appropriate appearance regarding dress, grooming and hygiene.	5	4	3	2	1	N/A
3.	Demonstrates effective level of listening, speaking, and writing skills for the occupation.	5	4	3	2	1	N/A
4.	Treats others in an equal, fair and just manner regardless of race or cultural origin.	5	4	3	2	1	N/A
5.	Speaks to others in a sincere, respectful, and polite manner. Offers support, assistance, and help to others when appropriate.	5	4	3	2	1	N/A
6.	Offers support, assistance, and help to others when appropriate.	5	4	3	2	1	N/A
7.	Displays an appropriate level of self confidence and maintains a positive attitude, energy and drive.	5	4	3	2	1	N/A
8.	Exhibits a high level of motivation to learn and grow.	5	4	3	2	1	N/A
9.	Takes direction and follows through appropriately.	5	4	3	2	1	N/A
10.	Handles constructive criticism in a proper manner and admits mistakes and learns from them.	5	4	3	2	1	N/A
11.	Displays sensitivity to confidential issues.	5	4	3	2	1	N/A
12.	Demonstrates a high level of morals, ethics, and honesty.	5	4	3	2	1	N/A
13.	Effectively deals with change and unexpected situations.	5	4	3	2	1	N/A
14.	Handles stress in an appropriate manner.	5	4	3	2	1	N/A
15.	Deals with negative situations in a proper manner. (conflict resolution)	5	4	3	2	1	N/A
16.	Demonstrates physical ability to keep up with the demand of work.	5	4	3	2	1	N/A
17.	Demonstrates proper concern for a safe and secure work environment.	5	4	3	2	1	N/A
18.	Displays an appropriate level of team work and cooperation with others.	5	4	3	2	1	N/A
19.	Displays genuine interest in the needs of customer.	5	4	3	2	1	N/A
20.	Selects the most appropriate tools (equipment, devices) to complete a task as well as uses supplies and resources in an appropriate manner.	5	4	3	2	1	N/A
21.	Functions well with a limited level of supervision, yet understands their limitations and seeks appropriate assistance.	5	4	3	2	1	N/A
22.	Maintains a properly organized work area and completes assigned duties in a reasonable period. (time management)	5	4	3	2	1	N/A
23.	Supports and/or contributes to continuous improvement and is committed to quality and takes pride in one's work.	5	4	3	2	1	N/A
24.	Is effective at identifying root causes and selecting appropriate solutions to problems.	5	4	3	2	1	N/A
25.	Displays initiative by offering to take on additional work when assigned responsibilities are completed.	5	4	3	2	1	N/A
26.	Demonstrates leadership by assessing changing circumstances and establishing new priorities or appropriate actions.	5	4	3	2	1	N/A

**SECTION 2 – OPEN-ENDED STATEMENTS**

27. Was the student absent or late during the cooperative education/work experience placement?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, how much time was missed? \_\_\_\_\_

Did the student call in to say they would be absent or late?

Yes \_\_\_\_\_ No \_\_\_\_\_ Comments: \_\_\_\_\_

28. Please briefly describe what impresses you most about the above named student: \_\_\_\_\_

\_\_\_\_\_

29. Please briefly describe one or more things the student could do to improve: \_\_\_\_\_

\_\_\_\_\_

30. Other comments or suggestions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

31. Would you consider hiring this student?

Yes \_\_\_\_\_ No \_\_\_\_\_

**SECTION 3 – The signature below indicates this performance review has been completed by the employer.**

**Employer**

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Organization: \_\_\_\_\_

Date: \_\_\_\_\_