

Seattle Central Community College
Cooperative Education Program

Student Performance Evaluation

Student	Company
Training Position	Supervisor

Performance Factors	Performance Expectations: Comments or Examples	Numerical Rating
1. QUALITY OF WORK Competence, accuracy, neatness, thoroughness.		
2. QUANTITY OF WORK Volume of work accomplished, ability to meet schedules, productivity levels, initiative taken as appropriate.		
3. JOB KNOWLEDGE Degree of knowledge of basic job tasks, procedures and methods.		
4. WORKING RELATIONSHIPS Cooperation and ability to work with supervisors, co-workers, and clients.		
5. ATTENDANCE/DEPENDABILITY Absenteeism, tardiness, reliability.		
6. TOTAL HOURS WORKED		No evaluation in this box
7. SPECIAL ACHIEVEMENT Cite specific examples of accomplishment(s) for bonus award. (4.0)		(4.0)

FINAL EVALUATION CRITERIA

Place the numerical score next to each performance factor. Numerical grades should be considered equivalent to letter grades as follows:

- | | | | |
|--|--|---|--|
| A 4.0-3.9 Excellent
A- 3.8-3.5
B+ 3.4-3.2
B 3.11:2.9 High
B- 2.8 2.5
C+ 2.4-2.2 | The student has exceeded all the performance expectations for this factor.

The student regularly works beyond a majority of the performance expectations for this factor. | C 2.1-1.9 Average
C- 1.8-1.5
D+ 1.4-1.2
D 1.1-0.9 Minimum
D- 8-0.7
E 0.0 Unsatisfactory | The student has met the performance expectations for this factor.

The student has failed to meet one or more of the significant performance expectations for this factor.
The student has failed to meet the performance expectations for this factor. |
|--|--|---|--|

Student's Signature	Supervisor's Signature	Coordinator's Signature	
Date	Date	Date	Quarter/Year