Seattle Central 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		Do not write in this space
7. SPECIAL ACHIEVEMENT Cite specific examples of accomplishment(s) for bonus award. (4.0)		

FINAL EVALUATION CRITERIA

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

A	4.0 – 3.9	Excellent	The student has exceeded all the performance expectations for this factor.	C 2.1 – 1.9 Average C- 1.8 – 1.5 D+ 1.4 – 1.2	The student has met the performance expectations for this factor.
A-	3.8 – 3.5				
B+	3.4 – 3.2				
B	3.1 – 2.9	High	The student regularly works beyond a majority of the performance expectations for this factor.	D 1.1 – 0.9 Minimum D- 0.8 – 0.7 E 0.0 Unsatisfactory	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.
B-	2.8 – 2.5				
C+	2.4 – 2.2				

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

Revised 7/2015