

Acceptance of Criticism and Suggestions	Resents criticism and suggestions by supervisor			Accepts criticism and suggestions			Makes prompt improvements based on criticism				N/A <input type="checkbox"/>
	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	
Written Communication	Needs Improvement			Usually clear and concise			Always clear, well organized, readable with few errors				N/A <input type="checkbox"/>
	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	
Verbal Communication	Needs Improvement			Average			Excellent				N/A <input type="checkbox"/>
	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	
Punctuality & Attendance	Always late for work, unreliable, regularly absent			Usually on time, occasionally has unexcused absences			Always on time, only absent for legitimate reasons				N/A <input type="checkbox"/>
	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	
Overall Performance	Unsatisfactory			Marginal		Very good		Outstanding			N/A <input type="checkbox"/>
	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	

Briefly describe the student's strengths, and areas for improvement. This feedback will provide encouragement as well as goal setting for the student as they complete the final half of their co-op work term:

Strengths:

1. _____
2. _____
3. _____

Areas for Improvement:

1. _____
2. _____
3. _____

Comments and Recommendations (please use an additional sheet if necessary):
