

# SUNY College At New Paltz

## Cooperative Education/Internship Student Performance Evaluation

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

Session (Spring/Summer/Fall) : \_\_\_\_\_

Student's Last Name: \_\_\_\_\_

Student's First Name: \_\_\_\_\_

Student Advisor (New Paltz): \_\_\_\_\_

Student Mentor: \_\_\_\_\_

Work Location: \_\_\_\_\_

Start Date: \_\_\_/\_\_\_/\_\_\_

End Date: \_\_\_/\_\_\_/\_\_\_

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

Primary Responsibilities: \_\_\_\_\_

Manager's Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date Discussed with Student: \_\_\_/\_\_\_/\_\_\_

**NOTE:** An accurate evaluation of the student's performance is critical to provide SUNY New Paltz and the student with an indication of the student's abilities and to provide constructive feedback to the student. Therefore, please have the person most familiar with this student's job performance to complete this form.

**Instructions:** On this form, you will see 8 separate boxes where you should make performance ratings.

The first 5 entry fields contain important non-technical performance categories. Please read the definition of each category and then make an evaluation of the student's performance using the rating scale at the top of the page. Support your rating with examples of the student's behavior or generated results. Place the number that corresponds to your evaluation in the space at the bottom of each box.

Technical performance areas should also be evaluated. Managers/Supervisors are in the best position to identify important technical performance categories. Therefore, we have provided 2 blank boxes on the next page allowing you to evaluate performance in specific technical areas. Please write/type the **Technical Category Title**, **briefly define the category**, and **provide some behavioral examples of what the student accomplished**. Then rate the student on the scale and put the number in the bottom corner.

Below is an example for an **Electrical Engineering Hardware Test Co-op Student**:

**Technical Category 1: Software Testing Procedures:** Weekly monitoring of power supply failures requiring analysis and their reports. Design test fixtures to test new, unreleased power supply cards. The goal was to test each incoming supply and to identify, fix (if possible) and record applicable failure analysis data in the provided database.

**Examples:**

Student assigned to team working on debugging a product with tight deadlines. Student quickly learned how the testers worked, quickly learned the defined test procedures, fully documented failure analysis results and the possible root cause. Interfaced with development engineers to develop fixes for the problems and re-tested the product with fixes. This student helped in a significant way to get the product to release on time.

Rating: \_\_\_\_\_

Finally, in the last box provide an overall performance rating based on your consideration of all the categories you have rated as well as any other important job related factors that you write into the box. Again, use the scale at the top of the page to make these ratings. Completed forms should be sent to: SUNY College At New Paltz Attn: Judy DePuy, Electrical Engineering Department, 75 S Manheim Blvd, New Paltz, NY 12561

**Note:** Federal law and SUNY policy prohibit discrimination based on race, color, religion, sex, national origin, age, disability, veteran status, and military status. SUNY also prohibits discrimination based on sexual orientation.

11/5/2007

## Cooperative Education/Internship Student Performance Evaluation

<b>Rating Scale</b>	<b>5 = Unacceptable</b>	<b>4 = Below Average</b>	<b>3 = Average</b>	<b>2 = Above Average</b>	<b>1 = Exceptional</b>
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**Communication:** Communicating thoughts or ideas verbally or in writing to coworkers, managers or customers.

**Examples:** \_\_\_\_\_

**Rating:** \_\_\_\_\_

**Problem Solving:** Anticipation, identification, and troubleshooting problems. Involves fact-gathering, logical reasoning, and evaluation of alternatives.

**Examples :** \_\_\_\_\_

**Rating:** \_\_\_\_\_

**Teamwork:** Cooperatively work and share information to facilitate the achievement of a common work goal.

**Examples:** \_\_\_\_\_

**Rating:** \_\_\_\_\_

**Technical Category 1:** \_\_\_\_\_

**Examples:** \_\_\_\_\_

**Rating:** \_\_\_\_\_

**Initiative:** Motivated to take the extra steps needed to meet/exceed commitments, do quality work, take on new responsibilities, learn new things, make self-improvements.

**Examples:** \_\_\_\_\_

**Rating:** \_\_\_\_\_

**Technical Category 2:** \_\_\_\_\_

**Examples:** \_\_\_\_\_

**Rating:** \_\_\_\_\_

**Multitasking:** Prioritizing and logically ordering the performance of work in order to efficiently and effectively accomplish objectives.

**Examples:** \_\_\_\_\_

**Rating:** \_\_\_\_\_

**Overall Ratings:** Use the same rating scale as before.

Please give your evaluation of the student's overall job performance, taking into consideration all of the input you have already provided, weighting them in terms of importance to the job, as well as any additional job related factors you care to include.

**Comments:** \_\_\_\_\_

**Overall Rating:** \_\_\_\_\_

