PRE-ANTIOCH EMPLOYER RATING

For Employment Prior to Entering Antioch College

Please Mail or FAX to Co-op Office as Soon as Possible

Center for Cooperative Education

795 Livermore Street
Yellow Springs, Ohio 45387
937-769-1300
800-535-2410
EMail: coop@antioch-college.edu
FAX 937-769-1310

Student

Co-op Advisor

Job Title or Position

Employing Organization

Dates of Employment:

_____ , 20_____
from

_____ , 20_____
to

EVALUATION Alternating work and classroom experience is a degree requirement for all Antioch students; the employer rating of a student's on-the-job performance is an integral part of the student's college records. Discussion of the rating between the work supervisor and the student enhances the experiential learning process. Please discuss this rating with the student, if possible, since it becomes the basis of conferences between the student and their adviser when the student returns to campus. Send the completed form to the Center for Cooperative Education.

1. Please describe the responsibilities inherent to the student's position:

2. Please evaluate the student's work in light of the above requirements

Continued on reverse →

3. General evaluation of the student's work (check appropriate lines):

Relations	**Reaction to Work**	**Judgment**
____Exceptionally well accepted ____Works well with others ____Gets along satisfactorily ____Some difficulty working with others ____Works very poorly with others	____Outstanding in enthusiasm ____Very interested and industrious ____Average in diligence and interest ____Somewhat indifferent ____Negative--not interested	____Exceptionally mature ____Above average in decision-making ____Usually makes the right decision ____Often uses poor judgment ____Consistently uses bad judgment
Dependability	**Initiative and Self Reliance**	**Quality of Work**
____Completely dependable ____Above average in dependability ____Usually dependable ____Sometimes neglectful or careless ____Unreliable	____Demonstrates outstanding initiative ____Seeks out new responsibilities ____Works well independently ____Follows directions adequately ____Requires constant supervision	____Excellent ____Very Good ____Good ____Below ____Average ____Unsatisfactory

4. Would you hire this student in an appropriate job on a permanent basis? Yes ☐ No ☐

5. Please comment on ways in which the student might improve performance on the next work assignment.

SUPERVISOR'S INFORMATION AND SIGNATURE

Signature Title Date

Supervisor (Please Print or Type)

Employer Address

City State Zip Telephone No.

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