

Job / Organization / Supervisor Evaluation Guidelines

Job Evaluation			
	Exceeds Expectation	Meets Expectation	Below Expectation
Job Reflects the Advertised Opportunity	Responsibilities match or exceed expectations of the advertised role	Responsibilities mostly match the advertised role with minor differences	Responsibilities differ significantly from the advertised role
Volume of Work Is Appropriate	The volume of work is consistent, predictable and manageable	The volume of work can vary, but is generally manageable, and sufficient in volume	The volume of work is inconsistent, unmanageable, or lacking in volume
Exposure to Program-Relevant Tasks	Tasks are highly relevant and impactful to my education	Tasks are somewhat relevant and contribute to learning	Tasks are mostly irrelevant or repetitive
Opportunity to Apply Academic Learning	Frequent opportunities to use academic learning	Occasional opportunities to apply academic learning	Limited connection to academic learning
Opportunity to Learn New Skills	Exposure to many new skills	Exposure to some new skills	Limited exposure to new skills
Opportunity to Display Initiative & Contribute Ideas	Regularly encouraged to share ideas and take initiative	Sometimes able to contribute ideas and show initiative	Little or no opportunity to contribute ideas and show initiative
Organization Evaluation			
	Exceeds Expectation	Meets Expectation	Below Expectation
Inclusive, Respectful & Safe Work Environment	Consistently inclusive and respectful	Generally inclusive and respectful	Environment feels unsafe or disrespectful
Supportive Team Culture & Collaboration	Strong team support and collaboration	Adequate team support and collaboration	Minimal support or poor collaboration
Access to Necessary Tools & Technology	All tools provided promptly and work well	Most tools provided with minor delays	Tools are missing or inadequate
Networking Opportunities (Internal/External)	Many opportunities to network	Some networking opportunities	Few or no networking opportunities
Supervisor Evaluation			
	Exceeds Expectation	Meets Expectation	Below Expectation
Effective Onboarding & Orientation	Thorough and well-organized onboarding	Basic onboarding provided	Little or no onboarding
Supervisor Availability & Responsiveness	Always available and responsive	Usually available and responsive	Rarely available or slow to respond
Frequency of Check-In	Regular, proactive, and structured check-ins	Occasional, unstructured check-ins	Few or no check-ins
Clarity of Instructions & Expectations	Instructions are always clear and detailed	Instructions are mostly clear	Instructions are often unclear
Quality of Feedback & Guidance	Feedback is frequent and constructive	Feedback provided occasionally	Feedback is rare or unhelpful

Top Co-op Employer Nominations: If you feel that your supervisor has provided an exceptional work-integrated learning opportunity, please consider [nominating your supervisor for a Top Co-op Award](#).