



# CO-OPERATIVE EDUCATION

## Co-op Student Interview Evaluation

To be handed in so the grade can be recorded.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please give the student a rating out of five in the five categories outlined below.

### Ratings

- 5.....Outstanding
- 4.....Commendable
- 3.....Competent
- 2.....Marginal
- 1.....Unsatisfactory

#### Arrival \_\_\_\_\_

- Punctuality
- Appearance
- Handshake
- Good first impression

#### Communications \_\_\_\_\_

- Grammar
- Effective listening
- Vocabulary

#### Interview/Meeting \_\_\_\_\_

- Posture, eye contact
- Alertness, enthusiasm
- Answered questions
- Asked questions
- Showed interest

#### Resume \_\_\_\_\_

- Brought with student
- Good appearance

#### Personal Characteristics \_\_\_\_\_

- Friendliness
- Positive attitude
- Manners
- Salesmanship
- Control of nervousness

#### Comments:


Interviewers Signature: \_\_\_\_\_

Company/Organization: \_\_\_\_\_