

The purpose of the Student Pre-Evaluation Form is to get students thinking about their strengths and weaknesses in order to improve in areas needed. We have found from employer that they evaluate students on 7 core competencies, including: communication, conceptual/analytical, teamwork, professional qualities, self-management and work habits, initiative, and technology. As a result, we want students to be aware of their level of skill in these areas, as well as continue to make every effort to improve in the areas.

Here is an example of how to complete the form, and I'll use me as the example. Look at #3 in Communication, "Make effective formal and informal presentations." I'm good at the small, informal presentations, but I struggle in the large, formal presentations. I literally stop breathing. It's no good for me or the audience. I would give myself a 2 for "Some Skill" on this line. The idea would be to make every effort to improve that skill set while in your Co-op. At the end of the term when completing the Student Report, you will have an electronic version of this attached, so that you can evaluate your progress. As another example, I would rate myself #4 under most of the Professional Qualities. I've been in a professional setting for over 25 years, so I believe my skillset in those areas would be Above Average. The "Very High" category would be if, and only if, you have an area that you feel you have little or no room for improvement. In my opinion, there is always room for improvement.

After you complete this form, please e-mail back to me for processing.