

# SUPERVISOR TOOLS

RESOURCES TO BUILD SUCCESS IN THE WORKPLACE

**CENTRE FOR THE ADVANCEMENT  
OF CO-OPERATIVE EDUCATION**



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# STUDENT TERM CON

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# WELCOME LETTER

1  
PHASE



**CENTRE FOR THE ADVANCEMENT  
OF CO-OPERATIVE EDUCATION**

# JOB DESCRIPTION



**CENTRE FOR THE ADVANCEMENT  
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# KEY CONTACTS

PHASE 1



# ORGANIZATIONAL CHART



THINK

S

SPECIFIC

M

MEASURABLE

A

ATTAINABLE

R

RELEVANCE

T

TIME

OBJECTIVE ONE

S »

M »

A »

R »

T »

OBJECTIVE TWO

S »

M »

A »

R »

T »



# WORK TERM OBJECTIVES

Students are encouraged to take some time at the beginning of the term to record objectives and then discuss them with their supervisor. Remember to the SMART goal-setting model: make your objectives Specific, Measurable, Attainable, Relevant, and Time-bound.

## OBJECTIVE THREE

**S** »

**M** »

**A** »

**R** »

**T** »

## OBJECTIVE FOUR

**S** »

**M** »

**A** »

**R** »

**T** »

# SPECIAL PROJECTS

During the work term, students may have an opportunity to develop and complete a special project. Use this page to come up with some ideas. Students can discuss these ideas with their supervisor to determine which one is the best fit.

PHASES



Conducting a mid-term evaluation assists the co-op student in their progress during the work term. Using this form as a guideline, the mid-point discussion is an opportunity for the supervisor and student to discuss topics such as:

- » Overall expectations and goals
- » Student's work performance
- » Training or mentoring

## PERFORMANCE RATING DEFINITIONS

The following ratings must be used to ensure commonality of language and consistency on overall ratings: (There should be supporting comments to justify ratings of "Outstanding" "Below Expectations, and "Unsatisfactory").

### OUTSTANDING

exceptional performance or unique contribution.

### EXCELLENT

exceeded job requirements in all areas.

### VERY GOOD

exceeded job requirements in one or more key areas.

### GOOD

met all job requirements.

### SATISFACTORY

need for improvement identified in one or more key areas.

### MARGINAL

needs improvement in many key areas.

### UNSATISFACTORY

did not meet job requirements.

# MID-TERM EVALUATION

# MID-TERM EVALUATION

INTEREST IN WORK

ABILITY TO LEARN

QUALITY OF WORK

QUANTITY OF WORK

PROBLEM SOLVING

TEAMWORK

# MID-TERM EVALUATION

DEPENDABILITY

REPOSE TO SUPERVISION

REFLECTION

RESOURCEFULNESS

ETHICAL BEHAVIOUR

APPRECIATION OF DIVERSITY

# ENTREPRENEURIAL ORIENTATION

# WRITTEN COMMUNICATION

# ORAL COMMUNICATION

# INTERPERSONAL COMMUNICATION

# OVERALL



UNSATISFACTORY

GOOD

OUTSTANDING

# COMMENTS:

# MID-TERM EVALUATION

STRENGTHS AND ACCOMPLISHMENTS

AREAS OF IMPROVEMENT

PLAN OF ACTION





# FINAL EVALUATION

The end-of-term performance evaluation allows the supervisor and student to fulfil the evaluation process. The return of this completed evaluation form is required for the student to receive credit for the work term.

## PERFORMANCE RATING DEFINITIONS

These scales measure the behaviours and abilities that all co-op students are expected to progressively attain and refine as they advance through their years of study.



### DEVELOPING PERFORMANCE 1 2

Students performing within this range require further development and support to meet the performance expectations with respect to output, quality standards, delivery of goals and/or assignments.

### GOOD PERFORMANCE 3 4 5

Students performing within this range are meeting and, in some instances, exceeding the performance expectations in respect to output, quality standards, and delivery of goals and/or assignments.

### SUPERIOR PERFORMANCE 6 7

Students performing within this range are consistently exceeding the performance expectations and they should be demonstrating the ability to take on broader responsibilities that would normally be reserved for a staff member working in a regular/permanent role (non-coop).

» ONLINE STUDENT PERFORMANCE EVALUATION «

# EXIT INTERVIEW

1.

4

2.

E

S

3.

A»

H»

P

# EXIT INTERVIEW

4.

5.

6.

# EXIT INTERVIEW

7.

4

8.

E

S

9.

A

H

P



# EXIT INTERVIEW

10.

11.

# EXIT INTERVIEW

# 4

# PHASE

