



Review of Co-op Coordinator's Department-Assigned Tasks

Co-op Coordinator: _____ Date: _____

Reviewer: _____

Reviewer's Relationship to Co-op Coordinator:

Institute Peer External Colleague
Dept./Position: _____ Position: _____

Department-Assigned Tasks (to be completed by Co-op Coordinator):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Directions:

Thank you for agreeing to carry out this review. The results will form part of an overall assessment of this Co-op Coordinator's performance and will be used to identify any areas where skills and expertise might be developed.

Each item is to be assessed according to the following scale:

S	SR	U	
Satisfactory	Satisfactory with Reservations	Unsatisfactory	No Opinion

No Opinion is the appropriate response where you have insufficient data or you are otherwise unable to assess the item. Items indicated by an asterisk are to be left blank if you are not qualified to make an assessment. Please note that reviewer comments are welcome when particularly effective or otherwise noteworthy performance is observed.

Satisfactory with Reservations or **Unsatisfactory** are appropriate responses where the assessor cannot rate the instructor as **Satisfactory** on the item. When choosing either of these options, you must clearly explain why a rating of **Satisfactory** could not be given. If no explanation is provided the response will be scored as **No Opinion**.

Review of Co-op Coordinator's Department-Assigned Tasks

1. The Co-op Coordinator carries out department-assigned duties in a timely manner. S SR U No Opinion

2. The Co-op Coordinator carries out department-assigned duties in an effective manner. S SR U No Opinion

3. The Co-op Coordinator communicates effectively with department colleagues. S SR U No Opinion

4. The Co-op Coordinator works constructively in collaboration with others to optimize outcomes. S SR U No Opinion

5. The Co-op Coordinator is productive when working independently. S SR U No Opinion

6. The Co-op Coordinator participates regularly in department meetings. S SR U No Opinion

7. The Co-op Coordinator makes positive contributions to department decision-making. S SR U No Opinion

8. The Co-op Coordinator demonstrates respect for individuals S SR U No Opinion

9. The Co-op Coordinator takes opportunities to improve departmental services. S SR U No Opinion