

Student Performance Evaluations



Secure Access Login

User ID:

PIN:

Need assistance?

Have feedback?

Contact your co-op coordinator or the [Steinbright Operations team](#).

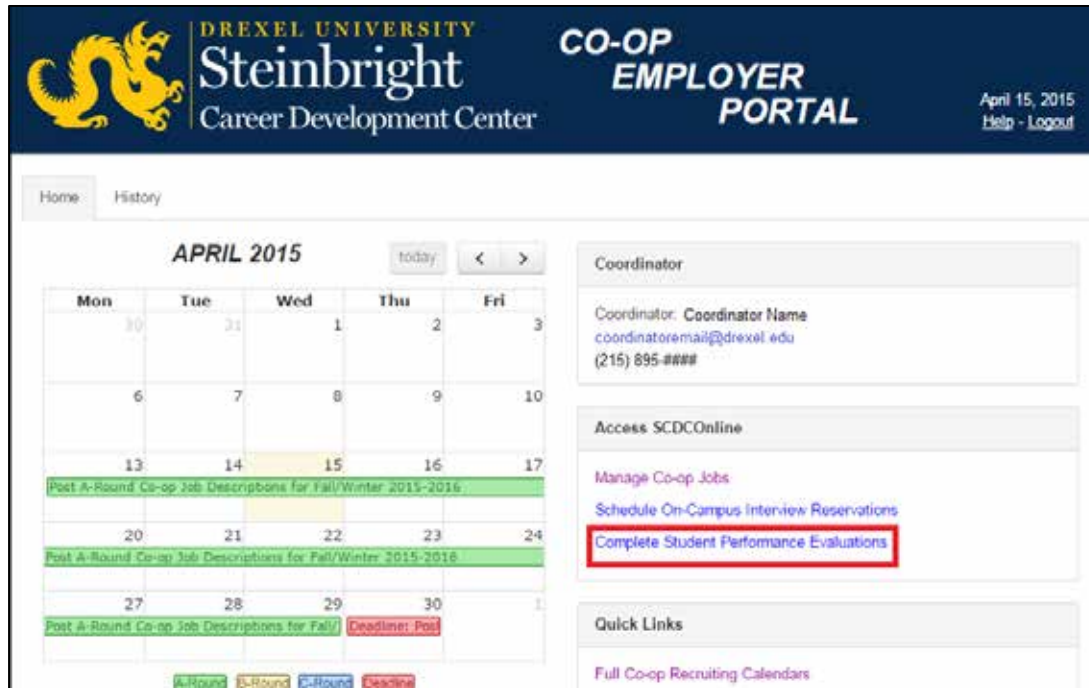
Step 1:

Log in to

employer.steinbright.drexel.edu

using your existing Drexel credentials.

Student Performance Evaluations



DREXEL UNIVERSITY
Steinbright
Career Development Center

**CO-OP
EMPLOYER
PORTAL**

April 15, 2015
Help - Logout

Home History

APRIL 2015 today < >

Mon	Tue	Wed	Thu	Fri
30	31	1	2	3
6	7	8	9	10
13	14	15	16	17
Post A-Round Co-op Job Descriptions for Fall/Winter 2015-2016				
20	21	22	23	24
Post A-Round Co-op Job Descriptions for Fall/Winter 2015-2016				
27	28	29	30	1
Post A-Round Co-op Job Descriptions for Fall/Winter 2015-2016				

[A-Round](#) [B-Round](#) [C-Round](#) [Deadline](#)

Coordinator

Coordinator: Coordinator Name
coordinatoremail@drexel.edu
(215) 895-####

Access SCDCOnline

- [Manage Co-op Jobs](#)
- [Schedule On-Campus Interview Reservations](#)
- [Complete Student Performance Evaluations](#)**


Quick Links

- [Full Co-op Recruiting Calendars](#)

Step 2:

Click “Complete Student Performance Evaluations.”

Student Performance Evaluations

 Drexel University has long recognized the importance of encouraging a dialogue between our students and the co-operative education employers to ensure that students are fully aware of their progress in terms of past performance and future potential.

The Evaluation of Student Performance form assesses and documents the student's performance to provide a basis on which:

1. to measure the learning experience
2. to advise the student of his/her strengths and weaknesses
3. to suggest the way improvement can be made
4. career and academic guidance can be provided

INSTRUCTIONS:

Step 1. Select the job for evaluation from the correct term below.

Step 2. Select the student to evaluate.

Step 3. Complete and submit the evaluation form.

IMPORTANT: SCDCOnline will time-out after 20 MINUTES of inactivity. Evaluations will not be saved if you are timed out. Please save your work every 15 minutes.



Step 3:

Click the **Job Title** for the position you wish to evaluate.

Jobs for Fall/Winter (September 2013-March 2014)

Job Title 1 / Job City

1 employee

Job Title 2 / Job City

1 employee



DREXEL UNIVERSITY

Steinbright

Career Development Center

Student Performance Evaluations



INSTRUCTIONS:

Step 1. Select the job for evaluation from the correct term below.

Step 2. Select the student to evaluate.

Step 3. Complete and submit the evaluation form.



IMPORTANT: SCDCOnline will time-out after 20 MINUTES of inactivity. Evaluations will not be saved if you are timed out. Please save your work every 15 minutes.

[Return](#)

[to Job Select](#)


Job: Job Title / Job City Job Number: ##### Duration: Fall/Winter (September 2013-March 2014) Evaluation Deadline: March 28th, 2014	Form Status	Overall Rating
John Smith , Chemical Engineering, Junior	Not started	NR

Step 4:

Click the name of the student you wish to evaluate.



Student Performance Evaluations

 INSTRUCTIONS:
Step 1. Select the job for evaluation from the correct term below.
Step 2. Select the student to evaluate.
Step 3. Complete all fields and submit the evaluation form. 

IMPORTANT: SCDCOnline will time-out after 20 MINUTES of inactivity. Evaluations will not be saved if you are timed out. Please save your work every 15 minutes.

to Job Select

to Student Select

Job: Job Title / Job City
Job Number: #####
Duration: Fall/Winter (September 2013-March 2014)
Evaluation Deadline: **March 28th, 2014**

Student employee: John Smith, Chemical Engineering, Junior

Status: Incomplete

All fields are required

Using the scale below, please rate the co-op student against employees at your organization at the same experience level.

5- Excellent	4- Good	3- Average	2- Fair	1- Poor	Unable to Rate
--------------	---------	------------	---------	---------	----------------

To save/submit:

Step 5:

Complete the entire evaluation and click “Save” at the end of the evaluation to finalize. When completed and submitted, the status indicator will change to “Complete.”

Questions?

Contact your co-op coordinator.

Feedback on the new system?

[Let us know!](#)

[Visit our co-op recruiting calendar.](#)

