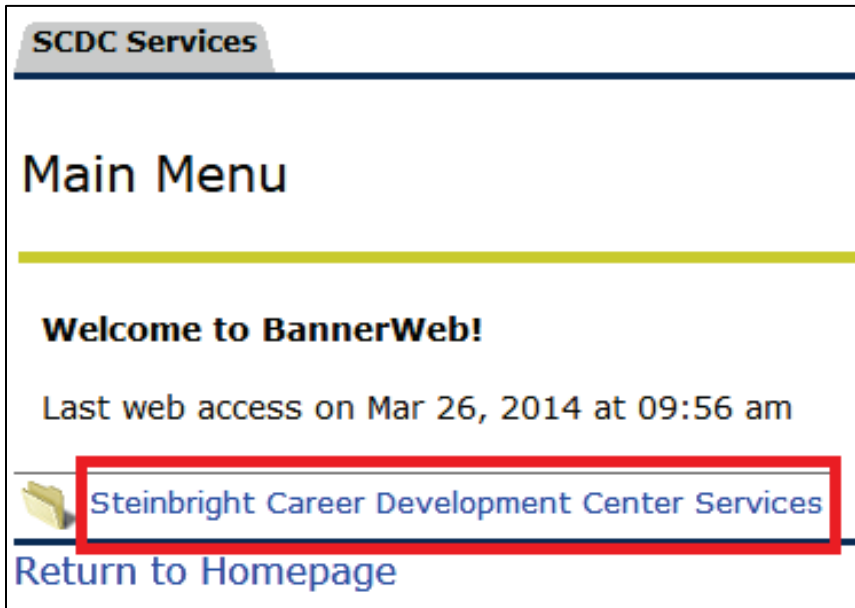


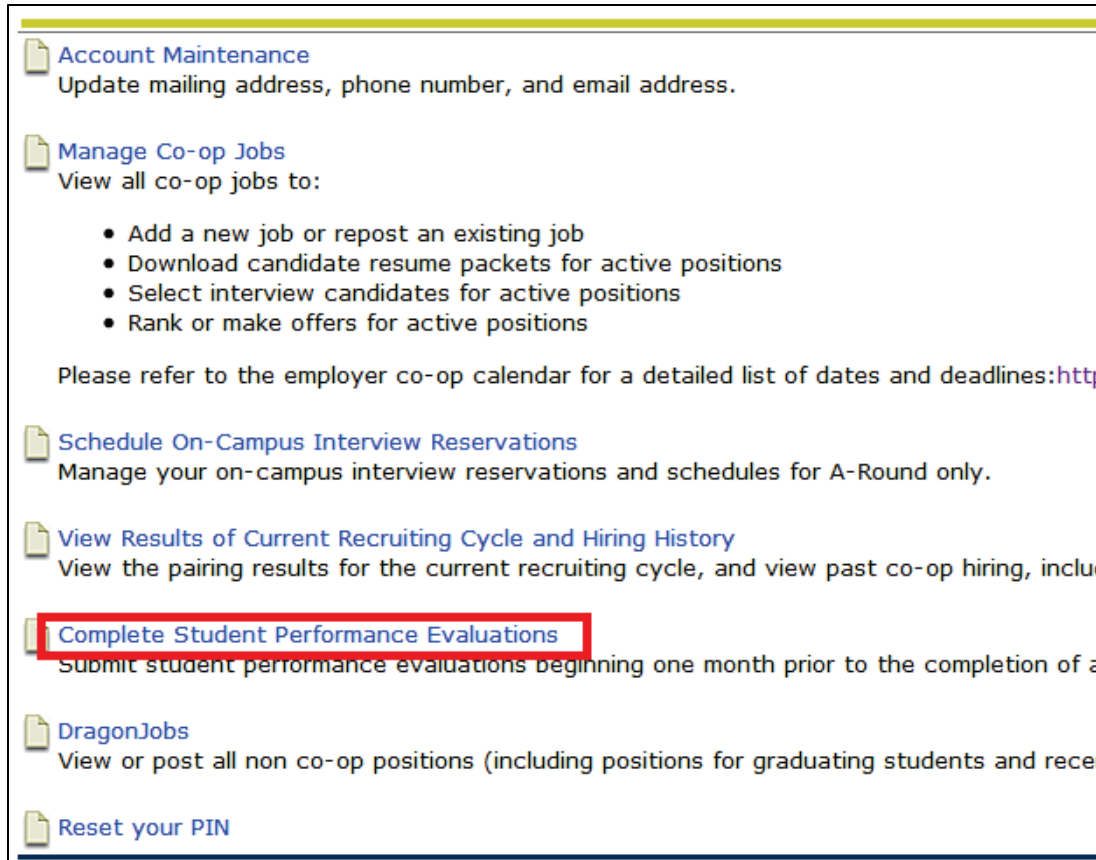
Student Performance Evaluations



Step 1:

After logging in, click
“Steinbright Career
Development Center
Services.”

Student Performance Evaluations



A screenshot of a web application interface with a yellow header bar. The main content area has a white background and a thin blue border. It contains a list of menu items, each preceded by a small folder icon. The item 'Complete Student Performance Evaluations' is highlighted with a red rectangular box. The text 'http' is partially visible at the end of a line in the menu.

- [Account Maintenance](#)
Update mailing address, phone number, and email address.
- [Manage Co-op Jobs](#)
View all co-op jobs to:
 - Add a new job or repost an existing job
 - Download candidate resume packets for active positions
 - Select interview candidates for active positions
 - Rank or make offers for active positions
- Please refer to the employer co-op calendar for a detailed list of dates and deadlines:[http](#)
- [Schedule On-Campus Interview Reservations](#)
Manage your on-campus interview reservations and schedules for A-Round only.
- [View Results of Current Recruiting Cycle and Hiring History](#)
View the pairing results for the current recruiting cycle, and view past co-op hiring, inclu
- [Complete Student Performance Evaluations](#)**
Submit student performance evaluations beginning one month prior to the completion of a
- [DragonJobs](#)
View or post all non co-op positions (including positions for graduating students and rece
- [Reset your PIN](#)

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.

Return

to Job Select

Return

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:

Save

Reset

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.”



Note: The evaluation will reset after 20 minutes. Click “Save” to save your progress periodically.

Questions?

Contact your co-op coordinator.

Visit our co-op recruiting calendar.



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