



**Bentley University**  
**Office of Financial Assistance and Student Employment**  
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### Student Employment Evaluation Form

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_  
 Bentley I.D. @ \_\_\_\_\_  
 Cost Center #: \_\_\_\_\_ Department Name: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Period Covered by this Evaluation:  Fall \_\_\_\_\_  Spring \_\_\_\_\_  Summer \_\_\_\_\_  
 (Year) (Year) (Year)

### EVALUATION

*After you have completed this form, please review your evaluation with the student, sign, and return the **original copy** to the Student Employment Office. Remember to keep copies for student and supervisor records.*

Place a number, which best describes your appraisal of the student's work, in the space provided.  
 For details on each criterion, please see page two.

**5 = Excellent      4 = Above Average      3 = Average      2 = Needs Improvement      1 = Unsatisfactory**

_____	Job Knowledge	_____	Punctuality/Attendance/Dependability
_____	Quality	_____	Initiative
_____	Teamwork	_____	Communication

\_\_\_\_\_ OVERALL Performance Evaluation

For suggestions on topics to include in your comments, please see page two.

**Supervisor's Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Student's Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Supervisor's Signature Date

\_\_\_\_\_  
 Student Employee's Signature Date

## **Student Employment Evaluation Form-Page Two**

The following are some examples of what should be considered for each of the evaluation criteria:

### Job Knowledge

- Knowledge and understanding of position in relation to the goals of the department & college
- Follows instructions required to complete tasks and goals

### Quality

- Work effectively contributes to department and college objectives
- Work consistently meets customer needs and quality service requirements

### Teamwork

- Ability to work with others throughout the college
- Respect for fellow workers

### Punctuality/Attendance/Dependability

- Gives advance notice when not able to adhere to work schedule
- Consistent and reliable in carrying out instructions

### Initiative

- Willingness to accept and take on added responsibilities
- Makes suggestions about changes or improvements in work procedures

### Communication

- Effectiveness in working with department and college colleagues and externally with students and department clients
- Ability to accept feedback and suggestions
- Willingness to listen

The following are some suggestions for topics to be included in the comments sections:

- Summary of accomplishments
- Specific goals met during evaluation period
- Goals not met during evaluation period
- Areas of work requiring improvement
- Goals for the upcoming evaluation period