

Sample Performance Evaluation Form

Housing and Residence Life Office
Student Employee Performance Review



Purpose of Review:					
_____ End of _____ semester					
_____ Leaving the position: _____ Graduation, _____ Taking a different position					
_____ Other: _____					
Rating Scale:					
1-Exceptional, 2-Highly effective, 3-Satisfactory, 4-Less than satisfactory, 5-Unsatisfactory					
Performance Ratings:					
Attendance.....	1	2	3	4	5
Knowledge of work.....	1	2	3	4	5
Quantity of work.....	1	2	3	4	5
Quality of work.....	1	2	3	4	5
Cooperation.....	1	2	3	4	5
Initiative.....	1	2	3	4	5
Overall Performance Rating.....	1	2	3	4	5

Supervisor's Comments: _____

Student Employee: I have reviewed this evaluation with my supervisor and: _____ I agree with it; _____ I do not agree with it.

Comment(s) _____

<p>I recommend this employee receive an increase of _____ cents per hour from his or her current rate of \$ _____ to a new rate of \$ _____. _____ At the beginning of the next semester, or _____ starting on _____.</p> <p>(Date)</p>
<p>I would rehire this employee? _____ Yes _____ No</p>

Student Employee _____ Date _____

Supervisor _____ Date _____

Next Level Supervisor _____ Date _____

Send completed performance review form to the Service Specialist in the Housing and Residence Life Office.