



U N I V E R S I T Y O F
SOUTH CAROLINA.
U P S T A T E



Student Worker Evaluation

It is recommended that once a semester an evaluation is completed for each student worker by the immediate supervisor. The supervisor should discuss the evaluation with the student and keep the completed evaluation in the student's personnel file. This is an excellent opportunity for the students to ask questions and receive feedback.

Student Employee Performance

Department: _____ Supervisor: _____

Student: _____ Job Title: _____

Date Hired: _____ Date of Review: _____

Select one response for each item.	Not Applicable	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
1. Performs duties as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Quality of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Customer Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Teamwork Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Cooperation/Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Motivation/Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Interpersonal/Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Overall Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths:

Weaknesses:

Ways to Improve:

Goals for Next Semester:

Student Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____