

## Student Performance Evaluation

Student Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Current Pay: \_\_\_\_\_ Step Increase Due On: \_\_\_\_\_

Instructions: This is meant to be a guide for employers to use to evaluate student workers. Please feel free to use this form or your own. Students should be evaluated annually. Please choose A, B or C depending on performance.

Purpose: The Office of Student Employment strongly feels it is important to provide student workers with constructive feedback in order to enhance their work performance and professional development.

A = Above Expectations    B = Meets Expectations    C = Needs Improvement

	<u>A</u>	<u>B</u>	<u>C</u>
1. Carries out assigned duties in a timely manner	—	—	—
2. Adheres to assigned schedule	—	—	—
3. Maintains confidentiality of office information	—	—	—
4. Follows directions	—	—	—
5. Accepts new responsibilities	—	—	—
6. Interacts well with others	—	—	—
7. Shows courtesy & tact when dealing with customers	—	—	—
8. Adheres to departmental policies in regards to office etiquette	—	—	—
9. Approaches job in professional manner	—	—	—
10. Remains up to date on office policies & procedures	—	—	—

Supervisors Comments:

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Supervisor Signature:

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Student Signature:

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