



## Student Work Opportunity Program (SWOP) Student Employee Evaluation Form

Supervisors: Please complete this form for each of your student workers each semester. The intent of this evaluation is to provide students with feedback they can use to further develop and enhance their work skills and abilities. Clear, constructive feedback with examples is most helpful. The evaluation should be positive, encouraging, and open to dialogue between the student worker and the supervisor. ***Please print and submit this form to the SWOP office on blue paper.***

Rating Definitions (circle most accurate description):

- 1- Unsatisfactory or Poor Performance (consistently fails to meet basic job requirements)
- 2- Fair or Below Average Performance (sometimes meets basic job requirements)
- 3- Satisfactory Performance (performance meets general expectations)
- 4- Above Average Performance (performance exceeds requirements or expectations)
- 5- Excellent Performance (consistently exceeds performance requirements)
- NA- Not applicable to this student worker

Name of Student: \_\_\_\_\_ ID#: \_\_\_\_\_

SWOP Job Title: \_\_\_\_\_ Staff Supervisor: \_\_\_\_\_

Evaluation Semester & Year: \_\_\_\_\_ Budget Code: \_\_\_\_\_

***Did the employee work to their scheduled end date? Supervisor must circle: YES NO***

<b>WORK QUALITY &amp; HABITS: Circle the appropriate rating for this student.</b>	Poor <span style="font-size: 1.2em;">→</span> Excellent					
Knowledge & Understanding of Assigned Duties	1	2	3	4	5	NA
Ability to Organize Tasks/Effective Time Management Skills	1	2	3	4	5	NA
Quality & Accuracy of Work Performed	1	2	3	4	5	NA
Shows Initiative & Attention to Detail in Work Produced	1	2	3	4	5	NA
Dependable & Reliable in Relation to Work Schedule	1	2	3	4	5	NA
Maintains Regular Attendance & Punctuality	1	2	3	4	5	NA
Accepts Direction & Constructive Criticism Well	1	2	3	4	5	NA
Dependability in Meeting Deadlines	1	2	3	4	5	NA
Completes Work & Tasks in a Timely Manner	1	2	3	4	5	NA
Handles Confidential & Sensitive Information in a Professional Manner	1	2	3	4	5	NA
<b>INTERPERSONAL SKILLS &amp; ATTITUDE: Circle the appropriate rating for this student.</b>	Poor <span style="font-size: 1.2em;">→</span> Excellent					
Displays Tact & Diplomacy When Dealing With Others	1	2	3	4	5	NA
Asks for Clarification & Direction In Dealing With Tasks (If Needed)	1	2	3	4	5	NA
Is Cooperative with Co-Workers and/or the Public	1	2	3	4	5	NA
Displays Composure & Effectiveness Under Pressure	1	2	3	4	5	NA
Has a Positive & Professional Attitude on the Job	1	2	3	4	5	NA
Communicates Effectively to Others (Students, Faculty, Staff, etc.)	1	2	3	4	5	NA
Demonstrates a Willingness to Learn New Skills	1	2	3	4	5	NA
Provides Good Customer Service to Others	1	2	3	4	5	NA
<b>OVERALL RATING FOR THIS STUDENT'S WORK:</b>	1	2	3	4	5	NA

**Supervisor's Comments:**

**Student's Comments:**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

*Note: By signing this form, the student employee acknowledges this evaluation was discussed. It does not necessarily signify the employee concurs with the evaluation. This evaluation is integral to the SWOP office in processing bonuses. To qualify for a SWOP bonus, a student employee must have an overall rating of 3, 4, or 5 on this evaluation, have worked to their scheduled end date, and have worked the required number of hours within the department to receive a bonus.*