



# Student Employment Office

## Student Employee Performance Evaluation

This report of employee performance should be completed by the student employee's immediate supervisor and reviewed with the student. A careful evaluation of the student's work can function as a guide in determining a student's work assets or liabilities; serve as a basis for commendation; identify areas for improvement; or provide documentation for discipline. For more information on student employee performance evaluations refer to the student employee handbook.

**Please attach the student's job description to their performance evaluation.**

Name (First, Last)  Semester  Year

Job Title  Department

### Portion to be Completed by Supervisor

Reliability

Comments

Punctuality

Comments

Work Quality

Comments

Attendance

Are you willing to consider this student for a future work assignment in your department?

Comments

Supervisor Signature  Date

### To be Completed by Student Employee

Comments

Student Signature  Date