



USCA STUDENT EMPLOYEE EVALUATION FORM

NAME OF STUDENT: _____ SSN: _____

DEPARTMENT: _____ JOB TITLE: _____

EVALUATION PERIOD: _____ AVERAGE NUMBER OF HRS/WK WORKED: _____

NAME & TITLE OF SUPERVISOR: _____

Please rate each of the following items by checking the appropriate box.

Exceeds Expectations (E); Meets Expectations (M); Needs Improvement (N); Unsatisfactory (U)

1. ATTENDANCE: Is punctual; has regular attendance; stays full scheduled time.
2. DEPENDABILITY: Is trustworthy; reliable; fulfills responsibilities follows directions, departmental and USCA guidelines/rules; accepts responsibilities and completes assignments.
3. QUALITY OF WORK: Work is accurate and thorough; is organized; uses materials and time economically.
4. QUANTITY OF WORK: Has ability to do a comparatively large amount of work of above average quality; has ability to both work under pressure and under normal conditions.
5. ATTITUDE: Works cooperatively with peers, supervisors and others; Is courteous and cheerful; is willing to take on difficult tasks; takes instructions cheerfully; able to accept constructive criticism and suggestions.
6. INITIATIVE: Shows interest, enthusiasm and energy; has ability to begin or follow through with assigned tasks; searches for additional work when assignments are completed.
7. PROFESSIONALISM: Dresses appropriately for the position; has self control; conducts self in professional manner; has ability to make sound decisions; uses common sense in performance of duties; is tactful in relations with others.

E	M	N	U	COMMENTS