

**Financial Aid/Student Employment Office**  
103 John Wilder Tower

**Office: (901)-678-4825**  
**FAX: (901) 678-5902**

**STUDENT EVALUATION FORM**

Name \_\_\_\_\_ U ID Number \_\_\_\_\_

Job Type \_\_\_\_\_ Current Hourly Rate \_\_\_\_\_

Department Name \_\_\_\_\_ Job Description (attach a copy of description)

Dates of Employment: \_\_\_\_\_

Length of time employee has worked in this position: \_\_\_\_\_

**Job Performance Rating**

Circle an appropriate rating number for the employee	Unsatisfactory	Below Standard	Standard	Above Standard	Outstanding	Not Applicable
Reliability	1	2	3	4	5	N/A
Quality of work	1	2	3	4	5	N/A
Demonstrates initiative	1	2	3	4	5	N/A
Works well with others	1	2	3	4	5	N/A
Flexibility	1	2	3	4	5	N/A
Customer Service	1	2	3	4	5	N/A

Comments to support numerical ratings:

General Comments:

Would you recommend this employee to another department or employer?

Yes  No

Signed By

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

Date: \_\_\_\_\_

Student Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Note: The signature of the student employee does not signify that the student employee agrees with the evaluation, only that it has been discussed with the student employee.