

ADELPHI UNIVERSITY

STUDENT EVALUATION FORM

Student Name: _____ Supervisor Name: _____

Department Name: _____ Time period covered: _____

Students: Please give a brief description of the duties you perform in this department.

Supervisor Completes:	DOES NOT MEET EXPECTATIONS	MEETS EXPECTATIONS	EXCEEDS EXPECTATIONS
Productivity: Completes assignments in timely manner, performs high quality work (accurate/thorough), manages time effectively.			
Punctuality: Responsible, dependable, punctual, good attendance, notifies supervisor if late or unable to work.			
Attitude Towards Work: Enthusiastic, interested, diligent, courteous, willing to do less desirable tasks.			
Communication Skills: Expresses thoughts clearly, professional interactions with co-workers & public.			
Initiative: Seeks work if not assigned, able to work independently.			
Creativity: Innovative, accomplishes tasks creatively, offers suggestions for new or better methods of operation.			
Relationship with Others: Tactful, diplomatic, maintains good working relationship with co-workers, supervisors, faculty, and staff.			
Overall Contribution: Contributes to improving the office/department.			

SUPERVISOR COMMENTS:

STUDENT COMMENTS:

Supervisor Signature/Date

Student Signature/Date