

CHILD CARE CENTER STUDENT EMPLOYEE EVALUATION

Instructions:

Child Care Center Student Employees are evaluated during both the fall and spring semesters while attending TMCC and/or UNR. This form is used as a work performance improvement tool. This form is completed by the Student Employee as a self-evaluation. Concurrently, the employee's direct supervisor completes this form with the Student Employee in mind. The Student Employee and the Supervisor meet to discuss both evaluations.

Student Name: _____ **SSN:** _____ - _____ - _____

Address: _____

Telephone: _____ - _____ - _____ **Current G.P.A.:** _____ **Date of Last Eval.:** ____/____/____

Employment Dates: From ____/____/____ To ____/____/____

Current Duties:

| | | | | |
|----------------------------|-----------------|------------|------------|------------|
| Punctuality: | Excellent _____ | Good _____ | Fair _____ | Poor _____ |
| Attendance: | Excellent _____ | Good _____ | Fair _____ | Poor _____ |
| Dependability: | Excellent _____ | Good _____ | Fair _____ | Poor _____ |
| Cooperation: | Excellent _____ | Good _____ | Fair _____ | Poor _____ |
| Job Attitude: | Excellent _____ | Good _____ | Fair _____ | Poor _____ |
| Initiative: | Excellent _____ | Good _____ | Fair _____ | Poor _____ |
| Maturity: | Excellent _____ | Good _____ | Fair _____ | Poor _____ |
| Job Knowledge: | Excellent _____ | Good _____ | Fair _____ | Poor _____ |
| Accuracy: | Excellent _____ | Good _____ | Fair _____ | Poor _____ |
| Timeliness: | Excellent _____ | Good _____ | Fair _____ | Poor _____ |
| Overall Evaluation: | Excellent _____ | Good _____ | Fair _____ | Poor _____ |

Comments on related factors of job performance:

Supervisors Recommendations for Work Performance Development:

Employees Recommendations for Work Performance Development:

Additional Comments – Employee or Supervisor:

Supervisors Signature: _____

Date: ____/____/____

Employee Signature: _____

Date: ____/____/____

06/12/08