



STUDENT EMPLOYEE PERFORMANCE EVALUATION

EMPLOYEE INFORMATION

Name: _____

Supervisor's Name: _____

Department: _____

RATINGS

Rate the student in the following categories, making specific comments in each area, if necessary.

1 = Poor (needs improvement)

2 = Satisfactory (meets job expectations)

3 = Good (always meets, occasionally exceeds, job expectations)

4 = Excellent (regularly exceeds expectations)

_____ **Job Knowledge and Skills:** Understands duties, responsibilities, and has the level of proficiency required to accomplish work.

_____ **Quality of Work:** Demonstrates accuracy and thoroughness in accomplishing assigned work.

_____ **Initiative:** Ability to be self-directed, creative, and resourceful.

_____ **Dependability:** Extent to which the student carries out instructions and completes assignments on time.

_____ **Attendance:** Reports to work as scheduled. The supervisor is notified in advance of scheduling changes.

_____ **Work Attitude and Cooperation:** Extent to which the student is cooperative, considerate, and tactful in dealing with the supervisor, peers, and others.

EVALUATION COMMENTS:

VERIFICATION OF REVIEW

By signing this form, you confirm that you have discussed this review with your supervisor. Signing this form does not necessary indicate that you agree with this evaluation.

Student Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____