



## Kenyon College Student Employee Evaluation

To help foster personal and professional growth in student employees, the Career Development Office strongly encourages campus employers to complete a Student Employee Evaluation on every student worker at least once a semester. The evaluation is a great learning tool to let student employees know where they are performing well, and to help them further develop their work skills, abilities and positive work ethics. The employee evaluation should be conducted by the student's immediate supervisor or another staff member who works closely with the student. New student workers should be informed about the evaluation when they are hired.

- It is suggested that each student should complete the student rating/comments sections of the evaluation and return the completed evaluation to their supervisor.\* The supervisor will then complete the supervisor rating/comments sections and schedule a meeting with the student to discuss their ratings and goals. (\*This process may be reversed at the employer's discretion, and the supervisor may complete the form first if he/she prefers to do so.)
- To conduct the evaluations, supervisors are encouraged to meet with their student employees in a private area to go over them.
- Supervisors should have job descriptions available during the employee evaluations to clarify job expectations and to answer any questions students may have.
- The tone of student evaluations should be positive, encouraging and open.
- Suggestions for improvement in job performance should be done in a constructive and supportive manner.
- Supervisors should stress positive behavior, and note improvements whenever possible.
- Supervisors should discuss the valuable transferable skills student employees are developing through their experience with their corresponding jobs, (i.e. writing, public speaking, supervision, customer service, marketing, problem-solving, research, prioritizing tasks, event planning, etc.) Supervisors are encouraged to refer students to the Career Development Office where career advisors can assist students in highlighting their job skills in their resumes and cover letters.
- Copies of the evaluations should be given to student employees as well as retained by supervisors in secure places within their departments.



# Kenyon College Student Employee Evaluation

Name of Student Employee \_\_\_\_\_ Job Title \_\_\_\_\_ Semester \_\_\_\_\_

Name of Supervisor/Employer \_\_\_\_\_ Completed By \_\_\_\_\_ Date Completed \_\_\_\_\_

- 1 = Unsatisfactory (needs improvement)
- 2 = Satisfactory (meets job expectations)
- 3 = Good (always meets, occasionally exceeds job expectations)
- 4 = Excellent (consistently exceeds expectations)
- 5 = N/A (not applicable)

Student	Supervisor
Rating	Rating

_____	_____	<b>Job knowledge and skills:</b> understands responsibilities and duties, and has the level of proficiency required to accomplish work.
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Student Comments: \_\_\_\_\_

Employer Comments: \_\_\_\_\_

_____	_____	<b>Dependability and punctuality:</b> arrives at agreed upon time, and can be counted on to complete tasks and fulfill job responsibilities accurately and efficiently.
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Student Comments: \_\_\_\_\_

Employer Comments: \_\_\_\_\_

_____	_____	<b>Written and oral communication skills:</b> communicates effectively in writing, demonstrates knowledge of basic grammar and writing skills; communicates effectively verbally.
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Student Comments: \_\_\_\_\_

Employer Comments: \_\_\_\_\_

_____	_____	<b>Customer service skills:</b> assists customers in a friendly, knowledgeable, professional manner.
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Student Comments: \_\_\_\_\_

Employer Comments: \_\_\_\_\_

_____	_____	<b>Problem-solving/critical thinking skills:</b> evaluates situations objectively and takes appropriate actions or develops solutions to problems.
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Student Comments: \_\_\_\_\_

Employer Comments: \_\_\_\_\_

_____	_____	<b>Technology skills:</b> proficient in using current computer software and other office equipment.
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Student Comments: \_\_\_\_\_

Employer Comments: \_\_\_\_\_

_____	_____	<b>Attention to detail:</b> completes tasks with few errors and in a thorough manner.
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Student Comments: \_\_\_\_\_

Employer Comments: \_\_\_\_\_

\_\_\_\_\_ **Leadership/management skills:** utilizes strong leadership and managements skills by overseeing projects and/or supervising others.

Student Comments: \_\_\_\_\_

Employer Comments: \_\_\_\_\_

\_\_\_\_\_ **Time management:** uses time effectively and completes tasks in a timely manner.

Student Comments: \_\_\_\_\_

Employer Comments: \_\_\_\_\_

\_\_\_\_\_ **Initiative:** asks for more work when assignments are complete.

Student Comments: \_\_\_\_\_

Employer Comments: \_\_\_\_\_

\_\_\_\_\_ **Confidentiality:** respects others' privacy and follows the College's guideline of confidentiality.

Student Comments: \_\_\_\_\_

Employer Comments: \_\_\_\_\_

\_\_\_\_\_ **Creativity:** exhibits the ability to create, develop and implement new ideas.

Student Comments: \_\_\_\_\_

Employer Comments: \_\_\_\_\_

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Are there specific career goals that we can help you develop while working in this position? \_\_\_\_\_

Are there activities you would like to do or skills you would like to learn? \_\_\_\_\_

Other student comments: \_\_\_\_\_

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

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor/Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_