

Department: \_\_\_\_\_ Destroy Date: \_\_\_\_\_  
 Date completed (mm/dd/yyyy): \_\_\_\_\_ (H.R. retains for five years)

## Student Employee Evaluation Westminster College

Name of Student Employee \_\_\_\_\_ Position \_\_\_\_\_

Name of Evaluator \_\_\_\_\_ Term/Period Evaluated \_\_\_\_\_

At a minimum, these evaluations should be completed by the end of each semester.

The intent of this evaluation is to provide students with feedback they can use to further develop and enhance their skills and abilities. If applicable, please include comments. Positive and constructive feedback, which may include examples, are often helpful. After completion, one copy will be given to the student, one copy to the supervisor, and one copy to Human Resources.

*Please note that the format and definitions within this evaluation may be modified to fit the workplace.*

- 1 *unsatisfactory* (failure to meet minimal requirements on a consistent basis)
- 2 *further development needed* (minimal requirement met some of the time; however, not on a consistent basis)
- 3 *satisfactory* (performance meets general expectations; doing a good job)
- 4 *above average* (often exceeds requirements and completes tasks in an outstanding way)
- 5 *excellent* (consistently and substantially exceeds requirements on a regular basis)
- N/A *Not Applicable* (not relevant to position)

Work Skills	1	2	3	4	5	N/A
<b>Problem Solving/Critical Thinking</b> The ability to evaluate a situation objectively and decide upon an appropriate course of action or solution to a problem <b>Comments:</b>						
<b>Writing Skills</b> Ability to communicate effectively in writing, demonstrating knowledge of basic grammar and writing skills <b>Comments:</b>						
<b>Oral Communication Skills</b> Ability to communicate effectively verbally <b>Comments:</b>						
<b>Technology Skills</b> Ability to use technology such as computers and business office machines. Demonstrated success with learning new programs and operation of office technology <b>Comments:</b>						
<b>Customer Service</b> Ability to assist visitors or customers in a friendly and professional manner <b>Comments:</b>						
<b>Attention to Detail</b> Complete tasks with few errors; making sure established standards are met <b>Comments:</b>						
<b>Other</b>						

Department: \_\_\_\_\_

1 *unsatisfactory* 2 *further development needed* 3 *satisfactory* 4 *above average* 5 *excellent* N/A *not applicable*

<b>Work Attributes</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
<b>Interpersonal Communication</b> Ability to get along with others and sensitivity to different ethnic or cultural backgrounds. Willingness to ask supervisor for clarification when unsure of responsibilities <b>Comments:</b>						
<b>Creativity</b> Ability to invent, develop, and implement new ideas, demonstrating originality <b>Comments:</b>						
<b>Confidentiality</b> Respects privacy of others and follows office's guidelines for confidentiality <b>Comments:</b>						
<b>Initiative</b> Seeks out work on own and/or asks supervisor for new tasks after one is completed <b>Comments:</b>						
<b>Teamwork</b> Cooperates with other members in tasks, sharing responsibilities, and working towards common goals <b>Comments:</b>						
<b>Dependability</b> <u>Being at work during scheduled times</u> and communicating in advance with supervisor when extenuating circumstances arise that prevent coming into work <b>Comments:</b>						
<b>Punctuality</b> Being on time; arriving at pre-arranged or agreed upon time <b>Comments:</b>						
<b>Making use of time wisely</b> Uses time in a productive way that does not involve use of campus facilities for personal use <b>Comments:</b>						
<b>Overall rating and general comments</b>						

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Student signature \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator signature \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor of evaluator \_\_\_\_\_ Date: \_\_\_\_\_