

Biola University
Student Employee Performance Review

Student Name _____ Department _____

E = Exceptional S = Satisfactory I = Improvement Needed U = Unsatisfactory N = Not Viewed

I. TIMELINESS **COMMENTS** (Reviewer or student)

- Regular in attendance

- Observes work hours

- Completes work in a timely manner

II. QUALITY OF WORK **COMMENTS**

- Demonstrates knowledge of job

- Performs work accurately

- Completes tasks as assigned

- Work is neat and presentable

III. QUANTITY OF WORK **COMMENTS**

- Performs expected volume of work

- Consistency of production

IV. RELATIONSHIPS WITH OTHERS **COMMENTS**

- Works well with coworkers

- Cooperates with supervisor

- Maintains good relations with other
_____ departments

V. WORK ATTITUDES **COMMENTS**

- Demonstrates enthusiasm for work

- Accepts constructive criticism/suggestions

- Strives to improve performance

- Adjusts well to new ideas and procedures

___ Accepts responsibility willingly

___ Complies with instructions and policies

VI. OTHER WORK QUALITIES

COMMENTS

___ Demonstrates initiative

___ Keeps work area organized

___ Performs with confidence

___ Is dependable, reliable to complete tasks

___ Uses good judgment in confidential
matters

___ Demonstrates awareness and use of safe
work practices

Reviewer's Signature _____ Date _____

My supervisor reviewed this form with me. _____ Yes _____ No

Student's Signature _____ Date _____

The reverse side of this form may be used for any additional comments by the reviewer or the student.