

**Red Rocks Community College**  
**Student Employee Performance Evaluation**

Student Name \_\_\_\_\_ Title \_\_\_\_\_  
Department \_\_\_\_\_ Date of review \_\_\_\_\_  
Period covered: From \_\_\_\_\_ To \_\_\_\_\_

**Check one:**

**1. ABILITY TO GET ALONG WITH PEOPLE**

- \_\_\_\_(3) Exceptionally well accepted by co-workers, customers and supervisors.
- \_\_\_\_(2) Is poised, courteous and tactful in working with people.
- \_\_\_\_(1) Usually gets along well with people.
- \_\_\_\_(0) Frequently rude, unfriendly or uncooperative.

**2. INITIATIVE**

- \_\_\_\_(3) Shows originality and resourcefulness in going beyond assigned job.
- \_\_\_\_(2) Does assigned job willingly.
- \_\_\_\_(1) Sometimes attempts to avoid work.
- \_\_\_\_(0) Often attempts to avoid work.

**3. PERSONAL DEVELOPMENT**

- \_\_\_\_(3) Achieves positive results/changes by applying input and experience.
- \_\_\_\_(2) Achieves positive change with assistance.
- \_\_\_\_(1) Attempts positive change reluctantly.
- \_\_\_\_(0) Makes no effort to implement positive change.

**4. ABILITY TO FOLLOW INSTRUCTIONS**

- \_\_\_\_(3) Uses initiative in interpreting and following instructions.
- \_\_\_\_(2) Follows most instruction with little difficulty.
- \_\_\_\_(1) Need repeated detailed instructions.
- \_\_\_\_(0) Seems unable to follow instructions.

**5. DEPENDABILITY**

- \_\_\_\_(3) Consistently meets obligations; works well independently.
- \_\_\_\_(2) Meets obligations under very little supervision.
- \_\_\_\_(1) Meets obligations under supervision.
- \_\_\_\_(0) Sometimes fails to meet obligations, even under careful supervision.

**6. ATTENDANCE**

- \_\_\_\_(3) Consistently prompt and regular.
- \_\_\_\_(2) Usually present and on time.
- \_\_\_\_(1) Lax in attendance and/or reporting to work on time.
- \_\_\_\_(0) Often absent without good excuse and/or frequently reports for work late.

**7. COOPERATION**

- \_\_\_ (3) Cooperates eagerly and cheerfully – self-motivated.
- \_\_\_ (2) Cooperates willingly when asked.
- \_\_\_ (1) Cooperates reluctantly.
- \_\_\_ (0) Uncooperative, antagonistic.

**8. QUALITY OF WORK**

- \_\_\_ (3) Work is consistently neat and accurate.
- \_\_\_ (2) Does normal amount of acceptable work.
- \_\_\_ (1) Does less than required amount of satisfactory work.
- \_\_\_ (0) Does very little acceptable work.

**9. PRODUCTIVITY**

- \_\_\_ (3) Very industrious; does more than is required.
- \_\_\_ (2) Maintains constant level of productivity.
- \_\_\_ (1) Does just enough to get by.
- \_\_\_ (0) Fails to do an adequate job.

**10. APPEARANCE**

- \_\_\_ (3) Careful about personal appearance.
- \_\_\_ (2) Satisfactory appearance.
- \_\_\_ (1) Sometimes neglectful of appearance.
- \_\_\_ (0) Untidy or inappropriately groomed.

**11. OVERALL ESTIMATE OF STUDENT EMPLOYEE’S WORK**

- \_\_\_ Outstanding (25-27).
- \_\_\_ Above average (19-25)
- \_\_\_ Average (13-18)
- \_\_\_ Below average (7-12)
- \_\_\_ Poor (0-6)

**12. COMMENTS (If rating is Below Average or Poor, this must be filled in as to the justification.)**

\_\_\_\_\_  
Student of Evaluator/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student of Employee

\_\_\_\_\_  
Date

October 2004