



# CAREER/JOB PLACEMENT CENTER (CJPC)

800 South College Drive  
Student Service Building A, Rm A207  
Santa Maria, CA 93454-6399  
(805) 922-6966, ext. 3374/FAX (805) 347-1256  
www.hancockcollege.edu/CJPC

## STUDENT EMPLOYEE EVALUATION FORM

Lompoc Valley Center  
Student Success Center  
1 Hancock Drive, Bldg. 2, Rm. 113  
Lompoc, CA 93436  
(805) 735-3366, ext. 5374

**PLEASE NOTE:** Evaluations are to be done once every Fall and Spring semester.

- Please complete the evaluation form;
- Review the evaluation form with your student employee(s) and complete the plan of action if necessary;
- Make sure the evaluation form is signed by you and your student employee(s);
- Make copies for you and your student employee(s); and
- Return to CJPC by requested deadline

Student's Name:		H#	
Supervisor (s):		Department:	
Evaluation Period: From:		To:	

Please check  the appropriate box that reflects your student worker's job performance.

JOB PERFORMANCE	Very Good	Meets District Need	Needs Improvement
1. Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Follows written and/or verbal instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Completes job assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Behavior appropriate for job assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Relates well with other employees and/or customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Dresses and grooms to satisfaction of employer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Job knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Planning and organizing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Quality of work produced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Quantity of work produced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Promptness in completing work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Appearance of workstation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Notifies supervisor in advance if absent or late	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### OVERALL SUMMARY

Please check  the appropriate box which must be consistent with job performance listed above.

Very Good       Meets District Need       Needs Improvement (requires plan of action)

### Plan of Action/Additional Comments:

Supervisor's Signature:		Date Reviewed:	
Student's Signature:		Date Reviewed:	