



Student Employment Office

Student Performance Evaluation

Student Name: _____ CWID: _____

Department: _____

Job Title: _____ Supervisor: _____

Date: _____ Current Pay: _____ Step Increase Date: _____ New Rate: _____
(if applicable) (if applicable)

Instructions: This performance evaluation is meant to serve as a guide for employers to use when evaluating a student employee's performance. Please feel free to use this form or your own. Students can be evaluated on a semesterly or annual basis.

Purpose: The Office of Student Employment believes in the importance of providing student workers with constructive feedback in order to enhance their work performance and professional development.

	<u>Exceeds</u> <u>Expectations</u>	<u>Meets</u> <u>Expectations</u>	<u>Needs</u> <u>Improvement</u>	<u>Not</u> <u>Applicable</u>
1. Carries out assigned duties in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Arrives at work in a timely manner/adheres to schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Maintains confidentiality of office information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Follows directions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Produces quality work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Interacts well with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Shows courtesy & tact when dealing with constituents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Adheres to departmental policies in regards to office etiquette	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Approaches job duties/roles in professional manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Evokes the University mission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Supervisor Signature:

Student Signature:

Please provide a copy of this evaluation to the Student Employment Office to be kept on file. Thank you!