

Case Western reserve University Student Employee Evaluation

Student Name: _____ Date: _____

Job Title: _____ Department: _____

The purpose of the Student Employee Performance Evaluation is to facilitate communication between the student employee and their supervisor; it is designed to provide construction feedback to the student employee on work performance, thus maximizing the employment experience for both the student and the department.

Please use the following scale to rate this student employee's level of performance:

4 – Exceptional 3 – Commendable 2 – Competent 1 – Inadequate N/A: not applicable

Rating	Trait or Skill
	Professionalism: maturity, business-like demeanor, appropriate dress
	Communication skills: phone and in person with co-workers, supervisors, clients.
	Initiative: interest in assuming additional responsibility
	Quality of work: ability to do satisfactory work following specified procedures,
	Continuous Improvement: ability to respond to feedback

Rating	Trait or Skill
	Dependability: punctuality, notification of absences, flexibility
	Judgement: ability to make sound decisions
	Attitude: Enthusiasm, energy, willingness to work, relation to others
	Cooperation: ability to work with supervisors and co-workers, teamwork
	Job Knowledge: familiarity with job procedures

Please list and rate traits or skills specific to this position if applicable:

Rating	Trait or Skill

Rating	Trait or Skill

Strengths: _____

Goals for improvement: _____

Supervisor's Comments: _____

Current Pay Rate \$ _____ Amount of Increase \$ _____ New Pay Rate \$ _____

Supervisor's Signature: _____ Date: _____

Student's Comments: _____

Student's Signature: _____ Date: _____