

# Office of Student Employment

LEARNING WHILE EARNING

# Performance Management

Sample Student Employee Evaluation Form

Student Employee's Name \_\_\_\_\_

Job Title \_\_\_\_\_

Hire Date \_\_\_\_\_ Evaluation Period \_\_\_\_\_ Today's Date \_\_\_\_\_

*All characteristics may not apply to each student due to diversity in the opportunities for employment; therefore, if a category cannot be rated OBJECTIVELY, please mark the "NOT OBSERVED/NOT APPLICABLE" box.*

Begin the performance evaluation conversation with the student's reflection on the position, performance during the evaluation period, and how the position is connected to the student's academic and professional goals. Then, rate the student on the below criteria, allowing conversation after each rating.

2 – Exceeds Expectations   1 – Meets Expectations   0 – Does Not Meet Expectations   N – Not Observed/Applicable

	2	1	0	N
<b>QUALITY OF WORK:</b> <i>Achieves satisfactory results for duties and tasks completed</i>				
<b>QUANTITY OF WORK:</b> <i>Works effectively and efficiently; tasks done in a timely manner; handles multiple tasks</i>				
<b>WORK HABITS</b> <i>Care of equipment, observation of department policies and procedures</i>				
<b>COMPREHENSION:</b> <i>Understands the assigned duties and tasks</i>				
<b>RELIABILITY:</b> <i>Job completion, ability to get things done, conscientiousness</i>				
<b>ATTITUDE TOWARD WORK:</b> <i>Enthusiastic and willing to perform duties and tasks</i>				
<b>DEPENDABILITY:</b> <i>Punctual and reliable in attendance; completes assigned duties and tasks</i>				
<b>PROFESSIONALISM:</b> <i>Interacts well with others in the office; conducts self professionally</i>				
<b>INITIATIVE:</b> <i>Interest in assuming added responsibilities</i>				
<b>LEADERSHIP:</b> <i>Demonstrates leadership abilities</i>				
<b>ACADEMIC PROGRESS:</b> <i>Demonstrates time management skills; understands the importance of maintaining high academic achievement; informs supervisor of any situations that need to be addressed regarding academic progress</i>				
<b>ACADEMIC/PROFESSIONAL LINKAGES:</b> <i>Demonstrates connection between studies, work, and career aspirations; applies knowledge from classroom on the job and/or contributes to the growth of the position/department by making recommendations for improvement</i>				

*Improvement since last formal appraisal or initial orientation:*

*Goals for Upcoming Evaluation Period (as agreed upon between student employee and supervisor):*

*Opportunities for Professional Development:*

*Student Employee Comments:*

*Additional Supervisor Comments:*

SUPERVISOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_