

Student Performance Evaluation Template

Student Name:
 Supervisor Name:
 Department:

Student Job Title:
 Evaluation Date:

Instructions: Employers, please complete this form for students who work in your office or lab. This evaluation can be used per semester and/or annually. Place a check after each question in column A, B, or C based on the student’s work habits and performance.

Purpose: To provide student staff with constructive feedback necessary to enhance their work performance and professional development. This form is helpful when evaluating student merit increases. For assistance, please contact Student Employment Services at stujob@jhu.edu

A = Above Expectations B = Meets Expectations C = Needs Improvement

Section 1

	<u>A</u>	<u>B</u>	<u>C</u>
1. Carries out assigned duties. <small>(Consider accuracy, neatness, skill, thoroughness, & organization of job)</small>	—	—	—
2. Demonstrates efficient use of time. <small>(Consider volume of work accomplished, and ability to meet deadlines)</small>	—	—	—
3. Ability to work independently with little or no supervision.	—	—	—
4. Exhibits willingness to learn new skills and accept new responsibilities.	—	—	—
5. Adheres to work schedule (time & attendance).	—	—	—
6. Interacts well with others (co-workers & supervisor).	—	—	—
7. Demonstrates willingness to follow directions.	—	—	—
8. Ability to express thoughts clearly.			
	Orally	—	—
	Written	—	—
9. Adheres to departmental policies & protocol.	—	—	—
10. Approaches job in a professional & conscientious manner.	—	—	—

Staff member comments (please use additional sheet of paper if necessary)

Supervisor comments (please use additional sheet of paper if necessary)

Student Signature _____ Date _____

Supervisor Signature _____ Date _____