

SAMPLE

Student Employee 30-Day and Yearly Evaluation Form

Name: _____ Evaluation Period: _____

O=Outstanding AB=Above Average S=Satisfactory NI=Needs Improvement U=Unacceptable

1. Attendance: _____
(Reliability: On-time, proper use of sub list, minimal last minute calls)

2. Customer Service: _____
(Displays helpful attitude and discretion toward students while working)

3. Job Knowledge: _____
(Demonstrates knowledge of each position worked...)

4. Job Quality: _____
(Consistent, works at reasonable pace, does not need to be asked to re-do tasks)

5. Initiative: _____
(Willing and capable of learning skills, eager to perform tasks when current assignment is complete, works with supervisor and strives to do more than expected...)

6. Attitude: _____
(Follows instructions, does not argue, complain or mope when given task, checks with supervisor before leaving work site, follows handbook policies...)

7. Appearance: _____
(Presents a clean and professional appearance)

Comments:

Student Signature

Supervisor