

STUDENT EMPLOYEE PERFORMANCE EVALUATION

Review Period: Fall 2015 / Spring 2016

STUDENT & POSITION INFORMATION

Student Name: _____ Student ID: 000_____

Position# _____ Job Title: _____

RATINGS

	<u>Excellent</u>	<u>Good</u>	<u>Satisfactory</u>	<u>Improvement Needed</u>	<u>Unsatisfactory</u>
Job Knowledge/Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Productivity/Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professionalism/Cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Use the space below to add overall evaluation comments, as well as goals and expectations for any improvement/development:

Supervisor: I have completed this evaluation form and participated in a discussion with the student above regarding his/her performance in the above position.

Supervisor Name (Print): _____

Supervisor's Signature: _____ Date: _____

Student: I have reviewed this evaluation form and participated in a discussion regarding my performance in the above position with my Supervisor. Student's signature doesn't necessarily constitute agreement.

Student's Signature: _____ Date: _____