

Name \_\_\_\_\_ Student ID \_\_\_\_\_

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

Evaluator \_\_\_\_\_ Date \_\_\_\_\_

**Rating Scale (1-4)**

**1. Exceeds expectations. Outstanding**

Exhibits understanding and mastery; needs minimal supervision. Exercises good judgment in dealing with non-routine work situations.

**2. Meets requirements of the job**

Performance is competent. Needs occasional supervision on some routine aspects of the job. Working towards mastery.

**3. Improvement Required**

Requires continual supervision to complete routine tasks in this job function.

**4. Unsatisfactory Performance**

Not up to required job standards, performance unacceptable.

Ratings of 3 or 4 require Supervisor comments and a plan for improvement.

Scale 1-4 (1=highest, 4=lowest)	
	<p><b>Job Knowledge</b>            Understanding of all phases of assigned duties. Knowledge applied with respect to the total job.            Demonstrates willingness to learn new skills and follow directions.            Comments:</p>
	<p><b>Quality of Work</b>            Thoroughness, neatness, accuracy, and assumption of responsibility relative to the position.            Willingness to improve. Adherence to departmental policies.            Comments:</p>
	<p><b>Dependability</b>            Reliability in following through with assigned duties. Ability to follow instructions and complete tasks in a timely manner.            Comments:</p>
	<p><b>Teamwork</b>            Ability and willingness to work with supervisor, co-workers and others.            Comments:</p>
	<p><b>Time Management/Productivity</b>            Effective use of work time. Ability to complete assignments in allotted time. Keeps supervisor informed of status of assigned work, i.e. notifies supervisor if project is taking longer than allotted time. Self-starting behavior resulting in demonstrated accomplishments and volume of work.            Comments:</p>

	<p><b>Communication</b>  Clear and courteous communication. Ability to listen and ask questions. Respects confidentiality. Makes an effort to resolve conflicts.  Comments:</p>
	<p><b>Customer Service</b>  Accuracy of information, attitude, and helpfulness towards those this position encounters in the community, college, and department. Represents department in a professional manner, and gives out clear information appropriate to the position of student employee. (i.e. refers to professional staff when appropriate, such as a counselor).  Comments:</p>
	<p><b>Attendance/Punctuality</b>  Arrival and departure time, advance notification for planned absences, length of breaks/lunch. Notifies supervisor and/or appropriate coworker in the event of illness.  Comments:</p>
	<p><b>Safety</b>  Based on training received, completes work in accordance with federal, state, college and department safety rules. Maintains proper care of tools and equipment. Reports work hazards and/or unsafe conditions to supervisor and/or appropriate college personnel.  Comments:</p>

Additional Supervisor Comments (optional) \_\_\_\_\_

Student Employee Comments (optional) \_\_\_\_\_

- Work Experience class completed (min 1 unit) Semester \_\_\_\_\_ Year \_\_\_\_\_ #Units \_\_\_\_\_
- Student plans to register and complete class Semester \_\_\_\_\_ Year \_\_\_\_\_ #Units \_\_\_\_\_
- Student does not wish to register for WE class at this time.

**Employer's Recommendation**

\_\_\_\_\_ **Salary Increase**

**Employee Conference/Signature/Written Response**

In signing this evaluation form the employee acknowledges having seen and discussed the report. The employee's signature does not necessarily indicate agreement with the conclusion of the evaluator.

The employee may submit a written response to this report, to the evaluator within (ten) working days from the date of this report, to be kept on file in the department, with a copy sent to Student Employment Office.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Evaluator

\_\_\_\_\_  
Date

Send completed form to the Student Employment Office.