



STUDENT EMPLOYEE PERFORMANCE EVALUATION

Student	Department	
Job Title	Supervisor	Date

This form is designed to assist you, as a manager or supervisor, in appraising the performance and productivity of those students you supervise. Careful thought should be given to the student's performance, in all categories, before completing this form.

Type of Evaluation: Orientation (30-day) Annual End of Employment

<p>PERFORMANCE LEVELS Level 5 Consistently exceeds job requirements Level 4 Meets and often exceeds job requirements Level 3 Consistently meets job requirements Level 2 Meets some but not all job requirements Level 1 Seldom meets job requirements</p>	<p>INSTRUCTIONS: Evaluate the student's performance against job requirements for these factors and check the applicable box. Total scores and average for final evaluation score.</p>
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	1	2	3	4	5	FACTORS	DESCRIPTION
1						Job Knowledge	Degree to which student's knowledge (education, training, skills, experience, and information possessed) satisfies the requirements of the job.
2						Reliability	Reliability includes an assessment of attendance, timeliness, follow-through, task completion and self management; the ability to establish deadlines and employ a systematic approach to manage assignments
3						Productivity	Volume of work produced, speed with which it is completed, as compared with accepted standards. Ability to multi-task as needed.
4						Quality	Quality of work produced, accuracy, form, worth and overall acceptability of work product.
5						Initiative	Energy, resourcefulness, and ingenuity displayed in completing assignments. Introduction of new ideas resulting in improved performance results.
6						Flexibility/ adaptability	An assessment of the students willingness and ability to adapt to changes in duties, procedures, processes and/or co-workers
7						Respect & Trust	Demonstrates respect for and earns the trust of subordinates, peers, senior management, and outside contacts.
8						Communication	Ability to convey ideas, problems, and plans, written and oral.
9						Cooperation	Degree to which the student contributes to a harmonious work environment. Cooperation with and support of College mission and policies.
10						Judgment	Ability to arrive consistently at sound and responsible decisions.
11						Planning/ Organizing	Organization of work. Ability to plan ahead as appropriate for the position. Time management.
12						Appearance/ Professionalism	Appropriate attire, grooming, and professionalism for the position.

Total Score _____ **Average Score:** _____

Student's Signature

Date

Supervisor's Signature

Date