



## 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

<b>PERFORMANCE LEVELS</b> 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	<b>INSTRUCTIONS:</b> Evaluate the student's performance against job requirements for these factors and check the applicable box. Total scores and average for final evaluation score.
---	--

	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