



## STUDENT EMPLOYEE PERFORMANCE EVALUATION

### EMPLOYEE INFORMATION

Name: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Department: \_\_\_\_\_

### RATINGS

Rate the student in the following categories, making specific comments in each area, if necessary.

**1** = Poor (needs improvement)

**2** = Satisfactory (meets job expectations)

**3** = Good (always meets, occasionally exceeds, job expectations)

**4** = Excellent (regularly exceeds expectations)

\_\_\_\_\_ **Job Knowledge and Skills:** Understands duties, responsibilities, and has the level of proficiency required to accomplish work.

\_\_\_\_\_ **Quality of Work:** Demonstrates accuracy and thoroughness in accomplishing assigned work.

\_\_\_\_\_ **Initiative:** Ability to be self-directed, creative, and resourceful.

\_\_\_\_\_ **Dependability:** Extent to which the student carries out instructions and completes assignments on time.

\_\_\_\_\_ **Attendance:** Reports to work as scheduled. The supervisor is notified in advance of scheduling changes.

\_\_\_\_\_ **Work Attitude and Cooperation:** Extent to which the student is cooperative, considerate, and tactful in dealing with the supervisor, peers, and others.

**EVALUATION COMMENTS:**

**VERIFICATION OF REVIEW**

By signing this form, you confirm that you have discussed this review with your supervisor. Signing this form does not necessary indicate that you agree with this evaluation.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_