

## Office of Student Employment Student Employee Evaluation Form

Student Employee: \_\_\_\_\_

Job Title:				Eva				
1=Unacceptable 2=Needs Improvement		3=Satisfactory 4= Good				4= G	ood 5=Excellent	
Performance Factors		1	2	3	4	5	Comme	nts
Punctuality & Work Schedule: Arrives at scheduled time, and remains for the entire shift. Let's manager know if an issue arises that affects work hours.								
Initiative: Asks the manager what needs to be done. Takes responsibility to complete assigned work, with little or no supervision.								
Critical Thinking & Problem-Solving: Uses sound reasoning to analyze issues, make decisions and overcome problems.								
Leadership: Demonstrates leadership skills. Sees opportunities for enhancement and addresses with staff. Takes ownership of projects assigned. Serves as a positive example to other student employees.								
Customer Service: Assists customers in a friendly, knowledgeable professional manner. Remains composed in difficult situations.								
Communications: Uses appropriate and effective communication with supervisor, faculty, and staff. E-mail communication is professional.								
Office Policies:  Maintains strict confidentiality and security of department information.								

<b>Discussion Comments:</b> Please use this area for comments on any additional topics related to this employee's performance covered in the discussion with the student employee.							
Signature of Student Employee:	_ Date:						
Signature of Supervisor:	_ Date:						