



Student Employment Student Employee Evaluation Form

Name (Last, first, M.): _____ **Semester** _____ **Year** _____

Job Title: _____ **Department:** _____

This report of employee performance should be completed by the student employee's immediate supervisor and reviewed with the student. A careful evaluation of the student's work can function as a guide in determining a student's work assets or liabilities; serve as a basis for commendation and pay raises; identify areas for improvement; or provide documentation for discipline. For more information on student employee performance evaluations refer to section 7.7 of the Guide to Student Employment.

RELIABILITY

Comments:

PUNCTUALITY

Comments:

ATTENDANCE:

Comments:

INTERPERSONAL RELATIONSHIPS

Comments:

COOPERATION

Comments:

INITIATIVE

Comments:

QUALITY OF WORK

Comments:

ABILITY TO FOLLOW INSTRUCTIONS

Comments:

What is the overall Work Performance of the Student?

Goals and expectations for the next evaluation period:

Additional Comments:

Supervisor Signature: _____ Date: _____

This section to be completed by the student employee.

This performance evaluation was discussed with me on _____, I Do / Do Not agree with my performance evaluation.

I understand that my signature attests only that a personal interview was held with me, it does not necessarily indicate that I agree with the evaluation.

Employee Signature: _____ Signature Date: _____

Employee's Comments: