

STUDENT EMPLOYEE PERFORMANCE EVALUATION

Student Name: _____

Job Title: _____ **Department:** _____

The purpose of the Student Employee Performance Evaluation is to facilitate communication between the student employees and their supervisor. It is designed to provide constructive feedback to the student employees on work performance, in order to enhance their work performance and professional development.

Please use the following scale to evaluate this employee's level of performance:

UN – Unsatisfactory **NI** – Needs Improvement **FS** – Fully Successful **CM** – Commendable **EX** – Exemplary

Rating		Rating	
	Job Knowledge: familiarity with job procedures and skills		Dependability: punctuality, notification of absences, flexibility
	Communication Skills: phone and in person with co-workers, supervisors, and clients		Attitude: enthusiasm, energy, willingness to work, relationship with others
	Quantity/Quality of Work: ability to do satisfactory work following specified procedures in the time allowed		Teamwork: ability to work with supervisors and co-workers
	Initiative: interest in assuming additional responsibility		Leadership: ability to understand and direct others in a respectful manner
	Judgment/Independence: ability to make sound decisions		Continuous Improvement: ability to respond to feedback and make improvements

Supervisor's Comments:

Student's Comments:

Supervisor Signature: _____ **Date:** _____

Student's Signature: _____ **Date:** _____

NOTE TO STUDENT: *By signing this form, you are indicating that you have discussed this performance evaluation with your supervisor. Signing this form does not necessarily indicate that you agree with this performance evaluation.*

A copy of this evaluation should be given to the student.