Clarke UNIVERSITY

STUDENT EMPLOYEE EVALUATION

To help foster growth in student employees, the Financial Aid Department provides this evaluation form to record student job performance. The relationship between supervisors and employees is further developed when performance information is shared. This evaluation provides a standard format within which to review students' past performance. Furthermore, supervisors who are pursuing merit increases for student employees or are pursuing their termination must document the reasons for their actions. This form can serve as one example of that documentation.

At the end of each semester or summer, please use this form to evaluate the individual student employee within the skill categories provided. This evaluation should be kept in the department's student employee files for future use (e.g. salary increases, student references, etc.). **This form should not be returned to the Financial Aid office.** It is recommended that the supervisor meet with the student to review the completed evaluation and to discuss whether the student will be returning to the position and, if so, whether the student's performance merits a pay rate increase. Once the evaluation is completed, the supervisor and student should sign the evaluation.

Student's Name: _____

Social Security Number: _____-_____-_____

Job Title: _____

Job Type (circle one): Federal Work-Study CP/Institutional

Department: _____

Length of Service in this Department: _____

Length of Service in this Position: _____

Please indicate the student's ability to perform each task by circling the appropriate ranking:

	Excellent	Above Average	Average	Improvement Needed	Unsatisfactory
Job Knowledge					
Understands and retains procedures	1	2	3	4	5
Follows instructions	1	2	3	4	5
Comments:					
Quality of Work					
Works accurately and thoroughly	1	2	3	4	5
Organizes and prioritizes tasks	1	2	3	4	5
Completes projects by assigned deadlines	1	2	3	4	5
Comments:					
Attitude Toward Work					
Interest and enthusiasm	1	2	3	4	5
Effort displayed	1	2	3	4	5
Receptiveness to criticism	1	2	3	4	5
Effort to improve work	1	2	3	4	5
Comments:					
Dependability					
Follows through on assignments	1	2	3	4	5
Keeps supervisor informed	1	2	3	4	5
Adheres to hours scheduled	1	2	3	4	5
Comments:					
Initiative and Judgment					
Originates ideas	1	2	3	4	5
Anticipates needs/Acts accordingly	1	2	3	4	5
Analyzes problems/Develops alternatives	1	2	3	4	5
Communicates effectively (Oral and Written)	1	2	3	4	5
Interaction with peers	1	2	3	4	5
Interaction with supervisor	1	2	3	4	5
Comments:					
Overall Performance	1	2	3	4	5
Comments:					

Supervisor Signature: _____ Date Completed: _____

Student Signature: _____ Date: _____

(The student's signature confirms that the student has had the opportunity to read this evaluation. It does not necessarily reflect the student's agreement with the information contained herein.)