Print Form

LAKE SUPERIOR STATE UNIVERSITY

Student Employee-Work Performance Evaluation

Employing departments should evaluate student employees at the end of each acacemic year and at the time a student terminates employment with the department. Evaluation forms are sent to the Human Resources office to be stored in the student's file.

Name of Employee: _____ **Student ID Number:** _____

Employing Department: _____ **Supervisor:** _____

Job Title: _____ **Start/End date:** _____

Appraisal of Student Employee

Overall Performance Evaluation

Excellent		Consistently performs at a level beyond job requirements
Very Good		Demonstrates performance above competency levels
Good		Meets Job requirements
Marginal		Performance does not fully meet all aspects of job requirements
Unsatisfactory		Performance is below acceptable standards for job

Would you rehire? Yes☐ No☐

Has this evaluation been discussed with the student? Yes☐ No ☐

If student did not work the entire semester or year, please state why employment was terminated:

Additional Remarks:

Student Employee's Signature **Date** _____

Print Name _____

Student Supervisor's Signature

Print Name _____ **Date** _____

Dependability

- ☐ Reliable in any situation.
- ☐ Reliable in most situations.
- ☐ Reliable in routine situations.
- ☐ Unreliable. Supervision required.
- ☐ Not applicable / not evaluated.

Interest In Work

- ☐ High interest. Very enthusiastic.
- ☐ More than average interest and enthusiasm.
- ☐ Satisfactory amount of interest and enthusiasm.
- ☐ Little interest or enthusiasm.
- ☐ Not applicable / not evaluated.

Compliance with Rules, Policies and Structures

- ☐ Fully compliant with rules, policies and structures.
- ☐ Compliant with rules, policies and structures.
- ☐ Somewhat compliant with rules, policies & structures
- ☐ Non-compliant with rules, policies and structures.
- ☐ Not applicable / not evaluated.

Relations with Others

- ☐ Always works in harmony with others.
- ☐ Works well with associates.
- ☐ Relations with others are mostly harmonious.
- ☐ Difficult to work with at times.
- ☐ Not applicable / not evaluated.

Communication – Oral

- ☐ Exceptional. Clear and well organized.
- ☐ Clear and understandable.
- ☐ Satisfactory.
- ☐ Inadequate.
- ☐ Not applicable / not evaluated.

Communication – Written

- ☐ Exceptionally clear, well organized and concise.
- ☐ Clear and understandable.
- ☐ Satisfactory.
- ☐ Inadequate.
- ☐ Not applicable / not evaluated.

Ability to Learn

- ☐ Excellent.
- ☐ Above Average.
- ☐ Average.
- ☐ Below average.
- ☐ Not applicable / not evaluated.

Judgment

- ☐ Decisions always based on thorough analysis of situation.
- ☐ Usually makes good decisions.
- ☐ :Decisions are satisfactory in routine situations.
- ☐ Judgment often undependable.
- ☐ Not applicable / not evaluated.

Problem Solving Skills

- ☐ Highly adept and innovative.
- ☐ Adept at solving problems.
- ☐ Satisfactory problem solving abilities.
- ☐ Exhibits inadequate problem solving abilities.
- ☐ Not applicable / not evaluated.

Response to Supervision

- ☐ Takes prompt action on suggestions by supervisor.
- ☐ Willingly accepts suggestions and feedback from supervisor.
- ☐ Accepts suggestions and feedback from supervisor.
- ☐ Reluctantly accepts suggestions and feedback from supervisor.
- ☐ Not applicable / not evaluated.

Creativity

- ☐ Continually offers new ideas; extremely imaginative.
- ☐ Frequently offers new ideas; imaginative.
- ☐ Has average imagination and a reasonable number of new ideas
- ☐ Rarely offers new ideas; limited imagination.
- ☐ Not applicable / not evaluated.

Planning and Organization

- ☐ Very effective at planning and organizing work and time.
- ☐ Plans and organizes work and time effectively.
- ☐ Does average amount of planning and organizing.
- ☐ Fails to plan and organize work and time effectively.
- ☐ Not applicable / not evaluated.

Quality of Work

- ☐ Excellent: very few errors.
- ☐ Good: few errors.
- ☐ Satisfactory: has normal amount of errors.
- ☐ Unsatisfactory: frequent errors.
- ☐ Not applicable / not evaluated.

Quantity of Work

- ☐ Excellent productivity.
- ☐ Produces more than expected.
- ☐ Satisfactory productivity.
- ☐ Unsatisfactory productivity.
- ☐ Not applicable / not evaluated.

Initiative

- ☐ Self starter. Looks for new work.
- ☐ Acts voluntarily in most matters.
- ☐ Acts voluntarily in most routine matters.
- ☐ Relies on others. Must often be told what to do.
- ☐ Not applicable / not evaluated.

Multitasking

- ☐ Focused and able to prioritize work. Excellent at handling multiple tasks.
- ☐ Good at handling multiple tasks.
- ☐ Average at handling multiple tasks.
- ☐ Inability to handle multiple tasks.
- ☐ Not applicable / not evaluated.