



STUDENT EMPLOYEE PERFORMANCE EVALUATION

STUDENT NAME:	JOB TITLE:
SUPERVISOR'S NAME:	DEPARTMENT:

The performance evaluation is an integral part of every employment position. Evaluations are a valuable tool: 1) in developing the student employee, 2) for the supervisor to provide and receive feedback, and 3) to assist in strengthening the employment environment. Employers have performance expectations that need to be met by their employees. By utilizing performance evaluations, students gain an understanding and exposure to what will be expected in the work place after college.

Please share the evaluation with your student employee, requesting that the student complete it first. Schedule a time when you may meet together to review and discuss the evaluation. Due to diversity in employment opportunities, all characteristics may not apply to each student. Please rate the student employee's performance in the areas listed, using the rating scale below:

EE: Exceeds Expectations **OE:** Often Exceeds Expectations **ME:** Meets Expectations **NI:** Needs Improvement **NA:** Not Applicable

	EMPLOYEE RATING	SUPERVISOR RATING
QUALITY OF WORK: ability to satisfactorily perform job duties following specified procedures; accuracy and thoroughness in performing work		
QUANTITY OF WORK: works effectively and efficiently; tasks done in a timely manner; handles multiple tasks		
JOB KNOWLEDGE : performs work by following specified procedures and directions; demonstrates working level of skill in area of expertise		
RELIABILITY: dependable; ability to get things done; conscientious and punctual; consistent attendance		
COMMUNICATION: written/verbal, interpersonal skills, positive interactions with co-workers, supervisor, campus community, and customers		
INITIATIVE / LEADERSHIP: takes on additional responsibilities; displays leadership and ownership in the position; exercises discretion in duties; resourceful		
PROFESSIONALISM: respects and adheres to departmental and university policies; appropriate office etiquette		
TEAM WORK: ability to work with others cooperatively and harmoniously		

SUPERVISOR'S COMMENTS: include areas of strength and those needing improvement
STUDENT EMPLOYEE'S COMMENTS:

Current Pay Rate: \$_____

New Pay Rate (If Applicable) \$_____

Supervisor Signature: _____

Date: _____

Student Employee Signature: _____

Date: _____