



Student Employee Performance Evaluation

Student's Name: _____

Student ID Number: _____

Position: _____

Year: _____

Semester: _____

Reliability:

Meets obligations under very little supervision

Meets obligations under careful supervision

Fails in meeting obligations

Comments: _____

Punctuality:

Arrives on time

Is absent occasionally

Is absent frequently

Comments: _____

Interpersonal Relationships:

Poised, courteous, tactful in working with people

Gets along well with people

Lacks understanding ant times—seems indifferent

Frequently rude and unfriendly

Comments: _____

Cooperation:

Cooperates eagerly and cheerfully

Cooperates willingly when asked

Cooperates reluctantly

Uncooperative, antagonistic—hard to get along with

Comments: _____

Initiative:

Does more than assigned job willingly

Does assigned job willingly

Attempts to avoid work

Comments: _____

Quality of work:

Does orderly, accurate work



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DIVISION OF STUDENT AFFAIRS

- Does acceptable work
- Does almost no acceptable work

Comments: _____

Ability to follow instructions:

- Follows most instructions easily
- Follows instructions with difficulty
- Seems unable to follow instructions

Comments: _____

What is the overall performance of the student? (Please check one)

- Excellent
- Above Average
- Satisfactory
- Needs Improvement

What is the student's attitude towards the job? (Please check one)

- Excellent
- Above Average
- Satisfactory
- Needs Improvement

Goals and expectations for the next evaluation period:

Additional Comments:

Supervisor Signature

Date

This performance evaluation was discussed with me on _____. I understand that my signature attest that a personal interview was held with me. It does not necessarily indicate that I agree with the evaluation.

Employee Comments:

Student Signature

Date