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 at 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
__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