



**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

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**