



**STUDENT EMPLOYEE EVALUATION**

Date \_\_\_\_\_

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_

Job Title: \_\_\_\_\_ Academic Year: \_\_\_\_\_

Instructions for evaluator: Grade by circling the number which best describes the employee. Use 1 for the lowest score to 5 for the highest score. **Any area which is scored 1 or 5 must be explained in the comment section.** Use a separate sheet of paper as needed. Beware of the halo effect (scoring the employee the same in every category).

JOB RATING FACTOR		Does Not Meet Requirements		Meets or Exceeds Job Requirements		
		1	2	3	4	5
<b>Job Knowledge:</b>	Understanding Of Tasks Associated With Job	1	2	3	4	5
<b>Work Quality:</b>	Accuracy, Attention To Detail And Neatness	1	2	3	4	5
<b>Work Quantity:</b>	Amount Of Work Consistently Produced	1	2	3	4	5
<b>Dependability:</b>	Ability To Consistently Complete Required Work	1	2	3	4	5
<b>Attitude:</b>	Cooperation, Interest, Enthusiasm Displayed	1	2	3	4	5
<b>Initiative:</b>	Works With Minimal Supervision	1	2	3	4	5
<b>Relations with others:</b>	Ability To Get Along Well With Co-Workers	1	2	3	4	5
<b>Attendance:</b>	Faithful And Punctual	1	2	3	4	5
<b>Professionalism:</b>	Appropriate Reaction To Work Situations	1	2	3	4	5
<b>Appearance:</b>	Appropriate Grooming	1	2	3	4	5
<b>Management:</b> (Supervisory employees only)	Ability To Organize And Supervise Others' Work	1	2	3	4	5
<b>OVERALL SCORE:</b>	Total the numbers checked and divide by number of items scored					

**Supervisor Comments:**

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**Supervisor**

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**Date**

**Employee Comments:**

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**Employee**

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**Date**