



## STUDENT EMPLOYEE EVALUATION

Date \_\_\_\_\_

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

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

|                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                          |           |           |           |
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| <b>Instructions for Evaluator:</b> Grade by checking the box which best describes the employee. For areas of needs development and exceeds expectations please provide comments to support the rating. Use a separate sheet of paper as needed. Beware of the halo effect (scoring the employee the same in every category). |                                                                                                                                                                                                                                                                                                                          |           |           |           |
| <b>Ratings:</b>                                                                                                                                                                                                                                                                                                              | <b>Exceeds Expectation (EE):</b> Above and beyond performance that regularly exceeds job requirements.<br><b>Meets Expectation (ME):</b> Capable, satisfactory performance that consistently meets job requirements.<br><b>Needs Development (ND):</b> Inconsistent and/or below standard execution of job requirements. |           |           |           |
| <b>Performance Factors</b>                                                                                                                                                                                                                                                                                                   | <b>Comments</b>                                                                                                                                                                                                                                                                                                          | <b>EE</b> | <b>ME</b> | <b>ND</b> |
| <b>Job Knowledge:</b> Demonstrates understanding and competence in all job functions and tasks. Takes initiative to learn new information and develop skills.                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                          |           |           |           |
| <b>Problem Solving:</b> Shows maturity in solving problems and in dealing with people. Makes informed decisions based on available information.                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                          |           |           |           |
| <b>Teamwork:</b> Gets along well with co-workers. Encourages others and is seen as a team player, sharing workload when necessary.                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                          |           |           |           |
| <b>Work Ethic:</b> Uses work time effectively and efficiently. Ability to consistently and accurately complete required work. Works with minimal supervision.                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                          |           |           |           |
| <b>Punctuality &amp; Work Schedule:</b> Ready for work at scheduled time, staying for entire shift, communicating with supervisor if issues arise that affect work hours.                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                          |           |           |           |
| <b>Professionalism:</b> Remains poised in difficult situations. Reacts appropriately to work situations. Follows dress code (if applicable) and appropriate grooming.                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                          |           |           |           |
| <b>Leadership:</b> (Supervisory employees only) Demonstrates leadership skills. Ability to organize and supervise others' work. Serves as a positive example to other student employees.                                                                                                                                     |                                                                                                                                                                                                                                                                                                                          |           |           |           |
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**Additional Performance Factors**

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| Strengths:         |  |
| Development Areas: |  |

**Supervisor Comments:**

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Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Employee Comments:**

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Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_