



Student Employee Performance Evaluation

Employee Name:	Student ID #:
Department/Agency:	Supervisor:
Supervisor Phone:	Supervisor Email:

Evaluation of Student Employee - After completing this form, please review and provide feedback with your student employee to enhance their work experience.

5 – Very Good; **4** – Good; **3** – Average; **2** – Below Average; **1** – Poor; **NE** – No evaluation

Due to the diversity of positions, all categories may not pertain to all students. Mark “NE” where appropriate.

Quality of Work: Ability to do satisfactory work while following instructions/procedures.	5 4 3 2 1 NE
Quantity of Work: Volume of work done in specified time to specified standards.	5 4 3 2 1 NE
Comprehension: Knowledge of job and familiarity with procedures of position.	5 4 3 2 1 NE
Attitude Toward Work: Degree of enthusiasm with which student performs work.	5 4 3 2 1 NE
Reliability: Job completion, ability to get things done, conscientiousness.	5 4 3 2 1 NE
Judgment: Ability to make sound decisions.	5 4 3 2 1 NE
Dependability: Punctuality and reliability in attendance.	5 4 3 2 1 NE
Professionalism: Ability to work with others in harmony.	5 4 3 2 1 NE
Initiative: Interest in assuming added responsibilities.	5 4 3 2 1 NE
Potential: Demonstrates desire for self-improvement within job environment.	5 4 3 2 1 NE
Leadership: Qualities of understanding and directing people.	5 4 3 2 1 NE
Personal Appearance: Outward impressions made by employee.	5 4 3 2 1 NE

Comments- Attach any additional sheets if needed.

Supervisor’s Signature _____

Date _____

Employee’s Signature _____

Date _____

Please submit a copy of this evaluation to Student Employment once it has been reviewed by the supervisor and student employee.