STUDENT EMPLOYEE EVALUATION

Name of Employee	Student ID Number	Year in School
Employing Department	Job Title/ Pay Rate	Period of Employment

EVALUATION OF STUDENT EMPLOYEE:

4 - Outstanding 3 - Above Average 2 - Average 1- Needs Improvement

PLEASE CHECK THE APPROPRIATE BOX		4	3	2	1
QUALITY OF WORK:	Ability to do satisfactory work following specified procedures/direction				
COMPREHENSION:	Knowledge of job- familiarity with procedures of job.				
RELIABILITY:	Job completion, ability to get things done.				
WORK ATTITUDE:	Enthusiastic and willing to perform work and help others.				
DEPENDABILITY:	Punctuality and reliability in attendance.				
INITIATIVE:	Interest in assuming added responsibilities.				
COOPERATION:	Ability to work with others in harmony.				
JUDGEMENT:	Ability to make sound decisions.				
LEADERSHIP:	Qualities of understanding and directing people.				
OVERALL EMPLOYEE:	Consider all attributes.				

Comments: _____

_____

_____

Review Date: _____ Supervisor's Signature: _____

Review Date: _____ Employee's Signature: _____

*This form is provided to the supervisor as a tool in order to evaluate the student. It must be completed and kept on file if the student merits a rate increase. It is recommended that students be evaluated at least one time per semester.