Cal Poly Pomona
Student Worker Performance Evaluation

Employee Information

Date of Evaluation:		**Next Evaluation:**	
Student Name:		**Job Title/Position:**	
Department Name:		**Date Hired:**	

Hours Per Week:		**Current Hourly Rate:**		***Cumulative Hours Worked:**	

Attach a copy of Job Description (optional)

	5 = Outstanding	4 = Above Standard	3 = Standard	2 = Below Standard/Unsatisfactory	Not Applicable
Punctuality/Attendance	☐	☐	☐	☐	☐
Comments					
Customer Service	☐	☐	☐	☐	☐
Comments					
Dependability	☐	☐	☐	☐	☐
Comments					
Quality of Work	☐	☐	☐	☐	☐
Comments					
Quantity of Work	☐	☐	☐	☐	☐
Comments					
Attitude	☐	☐	☐	☐	☐
Comments					
Demonstrates Initiative	☐	☐	☐	☐	☐
Comments					
Works well with others	☐	☐	☐	☐	☐
Comments					
Flexibility	☐	☐	☐	☐	☐
Comments					
Appropriate Appearance	☐	☐	☐	☐	☐
Comments					
Other					

Evaluation

ADDITIONAL COMMENTS

Would you re-employ this student? Yes ☐ No ☐

Verification of Review

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not signify that you agree with this evaluation. The student worker understands that he/she may submit, in writing, his/her comments to the supervisor within five (5) working days of the signature date.

Employee Signature		Date	
HEERA Manager Signature		Date	

*Note to employer: Student workers are eligible for step increase after 325 hours of satisfactory on-the-job performance.