



**Bentley University**  
**Office of Financial Assistance and Student Employment**  
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## Student Employment Evaluation Form

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_  
Bentley I.D. @ \_\_\_\_\_  
Cost Center #: \_\_\_\_\_ Department Name: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Period Covered by this Evaluation: ☐ Fall \_\_\_\_\_ ☐ Spring \_\_\_\_\_ ☐ Summer \_\_\_\_\_  
(Year) (Year) (Year)

### EVALUATION

*After you have completed this form, please review your evaluation with the student, sign, and return the **original copy** to the Student Employment Office. Remember to keep copies for student and supervisor records.*

Place a number, which best describes your appraisal of the student's work, in the space provided.  
For details on each criterion, please see page two.

**5 = Excellent**

**4 = Above Average**

**3 = Average**

**2 = Needs Improvement**

**1 = Unsatisfactory**

_____	Job Knowledge	_____	Punctuality/Attendance/Dependability
_____	Quality	_____	Initiative
_____	Teamwork	_____	Communication

\_\_\_\_\_ OVERALL Performance Evaluation

For suggestions on topics to include in your comments, please see page two.

**Supervisor's Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Student's Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Employee's Signature

\_\_\_\_\_  
Date

## **Student Employment Evaluation Form-Page Two**

The following are some examples of what should be considered for each of the evaluation criteria:

### **Job Knowledge**

- Knowledge and understanding of position in relation to the goals of the department & college
- Follows instructions required to complete tasks and goals

### **Quality**

- Work effectively contributes to department and college objectives
- Work consistently meets customer needs and quality service requirements

### **Teamwork**

- Ability to work with others throughout the college
- Respect for fellow workers

### **Punctuality/Attendance/Dependability**

- Gives advance notice when not able to adhere to work schedule
- Consistent and reliable in carrying out instructions

### **Initiative**

- Willingness to accept and take on added responsibilities
- Makes suggestions about changes or improvements in work procedures

### **Communication**

- Effectiveness in working with department and college colleagues and externally with students and department clients
- Ability to accept feedback and suggestions
- Willingness to listen

The following are some suggestions for topics to be included in the comments sections:

- Summary of accomplishments
- Specific goals met during evaluation period
- Goals not met during evaluation period
- Areas of work requiring improvement
- Goals for the upcoming evaluation period