



## **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