LAKE MICHIGAN COLLEGE

STUDENT EMPLOYMENT PERFORMANCE EVALUATION

Check the applicable categories: ☐ Performance Evaluation ☐ Employee Warning* ☐ Termination**

Performance Evaluation Period: ☐ Fall/Winter ☐ Spring ☐ Summer

Please print legibly in black or blue ink.

Student Employee	**ID #**	**Work Schedule/Wkly Hrs.**
Department/Employer	**Job Title**	**Supervisor**

Performance evaluation is an integral part of any employment position. When thoughtful time is invested in the process, evaluations are a valuable tool: 1) in developing the workplace experience for the student, 2) for the supervisor to provide and receive feedback, and 3) to assist in strengthening the work environment. Lake Michigan College is often used as a reference by student employees.

PERFORMANCE CRITERIA

5=OUTSTANDING 4=ABOVE AVERAGE 3=AVERAGE 2= BELOW AVERAGE
1=NEEDS IMPROVEMENT 0=UNABLE TO EVALUATE/NOT APPLICABLE

PERFORMANCE REVIEW

Category	Description	Rating
Work Performance	Completes work; free of frequent errors; level of work standards	
Reliability/Dependability	Punctuality; ability to get things done; attendance	
Communication	Written and verbal; interactions with co-workers, supervisor, others	
Initiative/Leadership	Demonstrates leadership, personal drive as appropriate, exercises discretion.	
Teamwork	Demonstrated ability to work cooperatively; harmoniously with others.	

Would you re-hire this student? **Yes** ☐ or **No** ☐ If, **NO** please provide reasons for not retaining/hiring student.

Comments/Feedback:

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Student Employee Signature	**Date**	**Supervisor's Signature**	**Date**

Signature indicates that the employee has reviewed and discussed the evaluation with the supervisor.

***Supervisor must provide an outline for improvement and terms for continuing employment.**
****Supervisor must provide written reason and terms for dismissal**

Copies to: *Department File/Student Employee File* *Work-Study Coordinator*

rev.sdf.5/08