

# Student Employee Evaluation

The evaluation process is an important part of any employment experience. Evaluations are used to assist in the development of student employees, provide opportunity for feedback and discussion, and further enhance the work environment. The evaluation process also prepares student employees for the "World of Work" after graduation and expectations in the work place. Please evaluate each student employee using the rating system below. If you are not able to evaluate a particular area, please indicate under – "N" - (Not Observed or Applicable).

Student Employee: \_\_\_\_\_ 930 \_\_\_\_\_ Job Title: \_\_\_\_\_

Name of Department : \_\_\_\_\_ Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluation Period: From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_

A = Exceptional B = Above Average C = Average D = Development area N = Not Observed or Applicable.	A	B	C	D	N
DEPENDABILITY: Reliable, prompt, and punctual. Completes assigned tasks.					
RESPONSIBILITY: Willingness with which work is accepted and performed. Handles multiple tasks.					
INITIATIVE: Ability to plan and direct one's own work.					
JUDGEMENT: Ability to make sound decisions.					
COOPERATION: Ability to work with others in harmony.					
LEADERSHIP: Qualities of understanding people and directing work of others.					
PROFESSIONALISM: Adheres to departmental policies regarding office etiquette (appropriate dress, visitor policy, etc.).					
ATTITUDE: Degree of enthusiasm in performing work. Is pleasant and interested.					
COURTESY AND FRIENDLINESS: Skills in expressing consideration toward others.					
CONFIDENTIALITY: Maintains confidentiality of departmental records and other information.					
EFFICIENTLY: Accuracy and thoroughness in performing work.					
ACADEMIC PROGRESS: Demonstrates time management skills, keeps supervisor abreast of academic situations that need to be addressed; understands the importance of maintaining high academic achievement.					
COMMENTS:					
SIGNATURES: STUDENT'S: _____ SUPERVISOR'S: _____					DATE: ___/___/___

**Please keep original in the department office files**