

**Student Employment Performance Evaluation Form**

1. **GENERAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| Employee First Name: | Employee Last Name: | Student ID #: |
| Academic Year: | Semester:  | Choose an item. |
| Student’s Working Title: | Type of Position: |
| Department Completing Evaluation: | Supervisor Name: | Evaluation Date |

1. JOB RESPONSIBILITIES & EVALUATION

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| --- | --- |
| Complete Sections ‘B’ and ‘C’ with the following scoring system | 1. Poor-Unacceptable performance; immediate improvement needed
2. Fair-Marginally acceptable performance; below average
3. Satisfactory-Meets the requirements of the job
4. Good-Above average
5. Excellent-Surpasses performance standards and expectations
 |
| Duties/Responsibilities | Comments | Score |
| 1. |  | Choose an item. |
| 2. |  | Choose an item. |
| 3. |  | Choose an item. |

1. JOB RESPONSIBILITIES & EVALUATION CONTINUED

|  |  |
| --- | --- |
| Complete Sections ‘B’ and ‘C’ with the following scoring system | 1. Poor-Unacceptable performance; immediate improvement needed
2. Fair-Marginally acceptable performance; below average
3. Satisfactory-Meets the requirements of the job
4. Good-Above average
5. Excellent-Surpasses performance standards and expectations
 |
| Duties/Responsibilities | Comments | Score |
| 4. |  | Choose an item. |
| 5. |  | Choose an item. |
| 6. |   | Choose an item. |
| 7. |  | Choose an item. |
| 8. |   | Choose an item. |

1. GENERAL PERFORMANCE

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| Complete Sections ‘B’ and ‘C’ with the following scoring system | 1. Poor-Unacceptable performance; immediate improvement needed
2. Fair-Marginally acceptable performance; below average
3. Satisfactory-Meets the requirements of the job
4. Good-Above average
5. Excellent-Surpasses performance standards and expectations
 |
| Comments | Score |
| Punctuality |  | Choose an item. |
| Attitude |  | Choose an item. |
| Initiative |  | Choose an item. |
| Reliability |  | Choose an item. |
| Amount of Work for Time Period |  | Choose an item. |
| Overall Performance |  | Choose an item. |

1. SUPERVISOR’S COMMENTS

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1. STUDENT’S COMMENTS

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Supervisor’s Signature Date Student Employee’s Signature Date