

## STUDENT EMPLOYEE EVALUATION

Employee Name:		Evaluation Period	
Title:		From:	To:
Supervisor:		Department:	
Title:			

Hire Date:

RANKING				
Please use the indicated rating system to evaluate the student on the following work-related skills, performance, & behaviors.				
<b>NI=Needs Improvement    A=Average    E=Excellent    N/A=Not Applicable</b>				
	NI	A	E	N/A
<b>Knowledge of Job Responsibilities-</b> <i>Performs work by following specified procedures &amp; directions.</i>				
<b>Dependability-</b> <i>Efficiently completes tasks accurately &amp; thoroughly.</i>				
<b>Initiative-</b> <i>Ability to act on own responsibility to accomplish required work, resourceful.</i>				
<b>Skill-</b> <i>Quickly learns new tasks &amp; retains training.</i>				
<b>Cooperation-</b> <i>Works well with co-workers, supervisor and other staff personnel.</i>				
<b>Attendance &amp; Punctuality-</b> <i>Adheres to schedule; arrives on time &amp; stays through shift.</i>				
<b>Professionalism-</b> <i>Respects department and university policies &amp; communicates respectfully to internal and external customers.</i>				

**Discussion/Comments:**

EMPLOYEE SIGNATURE	SUPERVISOR SIGNATURE
Date	Date