



STUDENT EMPLOYEE EVALUATION

Student employees must be evaluated: 1) After four weeks of employment as a training tool and/or 2) At each term of employment and/or 3) upon termination, resignation or expiration of federal work study award period. The original should be given to the student. It is recommended that the supervisor maintain a copy for reference.

****Copy of the completed evaluation form must be submitted to the Career & Workforce Development Center by the Supervisor****

Student Name: _____ ID#: _____

Employment Dates: _____ to _____ Department: _____

Quality of Work: (Level of thoroughness/errors)

- Very thorough
- Good work
- Work passes review
- Careless manner

Quantity of Work: (Level of productivity)

- Very High
- More than expected
- Expected amount
- Very Low

Ability to Learn on the Job: (A measurement of the length of time it takes to learn tasks)

- Exceptionally quick
- Quick
- Average
- Slow

Initiative:

- Self-starter
- Acts voluntarily in most matters
- Relies on others
- Waits to be told what to do

Judgment:

- Exceptionally good
- Usually makes good decisions
- Often undependable
- Poor

Relations With Others:

- Always work in harmony with others
- Congenial and helpful
- Harmonious under normal circumstances
- Frequent quarrels

Attendance

- Regular
- Irregular

Punctuality

- Regular
- Irregular

Attire & Grooming

- Appropriate
- Inappropriate

Dependability:

- Can always be depended on.
- Can usually be depended on.
- Somewhat reliable needs checking.
- Unreliable

Acceptance of Feedback:

- Appreciative or willing
- Resentful or reluctant

Oral Communication Skills:

- Excellent
- Good
- Needs improvement

Written Communication Skills:

- Excellent
- Good
- Needs improvement

Supervisor Comments: _____

Supervisor's signature: _____ Date: _____

Employee Comments: _____

Employee Signature: _____ Date: _____