STUDENT EMPLOYEE EVALUATION

It is recommended that student employees be evaluated: 1) After four weeks of employment as a training tool and/or, 2) At the end of each semester.

Student Name: _____________________________    G #: _____________________________

Department: ______________________________   Location: ____________________

Current Duties: __________________________________________________________
________________________________________________________________________
________________________________________________________________________

Punctuality:   Excellent _____  Good _____  Fair _____  Poor _____
Attendance:    Excellent _____  Good _____  Fair _____  Poor _____
Dependability: Excellent _____  Good _____  Fair _____  Poor _____
Cooperation:   Excellent _____  Good _____  Fair _____  Poor _____
Job Attitude:  Excellent _____  Good _____  Fair _____  Poor _____
Initiative:    Excellent _____  Good _____  Fair _____  Poor _____
Maturity:     Excellent _____  Good _____  Fair _____  Poor _____
Job Knowledge: Excellent _____  Good _____  Fair _____  Poor _____
Accuracy:     Excellent _____  Good _____  Fair _____  Poor _____
Timeliness:   Excellent _____  Good _____  Fair _____  Poor _____

Overall Evaluation: Excellent _____  Good _____  Fair _____  Poor _____

Comments on related factors of job performance: _____________________________
________________________________________________________________________
________________________________________________________________________

Supervisor's signature: _____________________________   Date: _________________

Employee comments: ____________________________________________________
________________________________________________________________________

Employee’s signature: _____________________________   Date: _________________