

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: _____