



## Student Performance Evaluation

Student Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_ Current Pay: \_\_\_\_\_ Step Increase Due On: \_\_\_\_\_

Instructions: This is meant to be a guide for employers to use in evaluating a student employee's performance. Please feel free to use this form or your own. Students should be evaluated annually.

Purpose: The Office of Student Employment strongly feels it is important to provide student workers with constructive feedback in order to enhance their work performance and professional development.

	<u>Exceeds</u> <u>Expectations</u>	<u>Meets</u> <u>Expectations</u>	<u>Needs</u> <u>Improvement</u>
1. Carries out assigned duties in a timely manner	—	—	—
2. Adheres to assigned schedule	—	—	—
3. Maintains confidentiality of office information	—	—	—
4. Follows directions	—	—	—
5. Accepts new responsibilities	—	—	—
6. Interacts well with others	—	—	—
7. Shows courtesy & tact when dealing with customers	—	—	—
8. Adheres to departmental policies in regards to office etiquette	—	—	—
9. Approaches job in professional manner	—	—	—
10. Remains up to date on office policies & procedures	—	—	—

Comments: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_