

## STUDENT EMPLOYEE EVALUATION REPORT

\_\_\_\_\_  
 Name of Employee

\_\_\_\_\_  
 Student ID Number

\_\_\_\_\_  
 Employing Department

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

\_\_\_\_\_  
 Period of Employment Covered by Evaluation

<b>PLEASE CHECK APPROPRIATE BOX</b>  <i>(All characteristics may not apply to each student because of the great diversity in the opportunities for employment. If a category cannot be rated objectively, please mark the "Does Not Apply" box.)</i>	Outstanding	Above Average	Acceptable	Unsatisfactory	Does Not Apply
QUALITY OF WORK: Ability to do satisfactory work following specified procedures.					
QUALITY OF WORK: Volume of work done in specified time following specified standards.					
COMPREHENSION: Knowledge of job, familiarity with procedures of job.					
RELIABILITY: Job completion, ability to get things done, conscientiousness.					
ATTITUDE TOWARD WORK: Degree of enthusiasm and willingness with which one performs work.					
JUDGEMENT: Ability to make sound decisions.					
DEPENDABILITY: Punctuality and reliability in attendance.					
PROFESSIONALISM: Conducts oneself in a dignified, businesslike manner.					
COOPERATION: Ability to work with others in harmony.					
INITIATIVE: Ability to see what needs to be done, and then does it.					
POTENTIALITIES: Ability to improve oneself within the job situation.					
LEADERSHIP: Ability to guide and direct others.					
PERSONAL APPEARANCE: Outward impressions made by a person through attire, manner, personal hygiene.					
OVERALL EMPLOYEE: Consider all attributes.					

GENERAL COMMENTS: A narrative should be provided if a student is evaluated as outstanding or unsatisfactory overall. *(Attach additional sheet if needed.)*

Rating Date \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_

Reviewing Date \_\_\_\_\_ Employee's Signature \_\_\_\_\_