

STUDENT EMPLOYEE PERFORMANCE EVALUATION

Student's Name: _____

Employer/Department: _____

Review Period: _____ to _____

Instructions: Fill in the circle that corresponds to each statement. Review the evaluation with the student and obtain his signature. Retain a photocopy for the student's file with the employer/department. The original must be submitted to the Financial Aid Office.

		Unsatisfactory	Needs Improvement	Satisfactory	Above Average	Outstanding
QUALITY OF WORK	Accurate and thorough in job duties.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
JOB KNOWLEDGE	Understands procedures required in job.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
USE OF TIME	Effective and efficient use of time to accomplish work tasks.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
JOB JUDGMENT	Exercises sound judgment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ADAPTABILITY	Ability to alter work tasks, activities, plans, etc., to accommodate change.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
INITIATIVE	Ability to initiate work with minimal supervision.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
INTERPERSONAL RELATIONSHIPS	Effectively works with co-workers, supervisors, and the public.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
DEPENDABILITY	Reliable in completing tasks and keeping supervisor advised of progress.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ATTENDANCE	Reports to work regularly and keeps supervisor advised of schedule changes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PUNCTUALITY	Conforms to work schedule; arrives at work promptly and ready to work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

COMMENTS:

AREAS NEEDING IMPROVEMENT:

Supervisor's Signature: _____ **Date:** _____

Student's Signature: _____ **Date:** _____

I recommend the student for a wage adjustment based on performance this period. _____

Form due no later than 2 weeks after the semester ends. Wage adjustments effective the new term.