



STUDENT EMPLOYEE PERFORMANCE EVALUATION

Student Name: _____ **Student ID #:** _____

Job Title: _____ **Department:** _____

The purpose of the Student Employee Performance Evaluation is to facilitate communication between the student employee and their supervisor. It is designed to provide constructive feedback to the student employee on work performance, in order to enhance work performance and professional development.

Please use the following scale to evaluate this student employee's level of performance:

NI (NEEDS IMPROVEMENT):
Gaps in necessary skills, knowledge, and abilities in order to perform current job.

D (DEVELOPING):
Generally possesses necessary skills, knowledge and abilities; continues to demonstrate acceptable effort and growth; may be areas for some improvement.

P (PROFICIENT):
Competent performer; skilled, adept, expert at assigned tasks; errors are inconsequential and rare.

RM (ROLE MODEL):
The top performer; one to emulate; no performance gaps.

Rating		Rating	
	Job Knowledge: familiarity with job procedures and skills		Dependability: punctuality, notification of absences, flexibility
	Communication Skills: phone and in person with co-workers, supervisors, and clients		Attitude: enthusiasm, energy, willingness to work, relationship with others
	Quantity/Quality of Work: ability to do satisfactory work following specified procedures in the time allowed		Teamwork: ability to work with supervisors and co-workers
	Initiative: interest in assuming additional responsibility		Leadership: ability to understand and direct others in a respectful manner
	Judgment/Independence: ability to make sound decisions		Continuous Improvement: ability to respond to feedback and make improvements

Supervisor's Comments:

Student's Comments:

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

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

NOTE TO STUDENT: By signing this form, you are indicating that you have discussed this performance evaluation with your supervisor. Signing this form does not necessarily indicate that you agree with this performance evaluation.

NOTE TO SUPERVISOR: Please provide a copy of this completed form to the student; keep a copy for your files; and send the original to the Office of Human Resources.