

## STUDENT EMPLOYEE EVALUATION FORM

Please complete this evaluation at the mid-point and the conclusion of the student's work term. The evaluation process is an important part of the student's development. Please use this form as a basis for discussion and feedback with your student employee.

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

Date of Hire: \_\_\_\_\_

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

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

Please rate the student's performance in the following areas: (Check the appropriate column)

|   | Needs Improvement | Acceptable | Good | Excellent |
|---|-------------------|------------|------|-----------|
| <b>Knowledge of Job Responsibilities:</b> <i>Performs work by following procedures and directions</i>   |                   |            |      |           |
| <b>Attendance/Dependability:</b> <i>Reliable and prompt</i>   |                   |            |      |           |
| <b>Communication/Cooperation:</b> <i>Works well with others, communicates in an effective manner</i>  |                   |            |      |           |
| <b>Quality of Work/Initiative:</b> <i>Accurately completes assigned tasks; takes initiative to seek additional work</i>                                 |                   |            |      |           |
| <b>Professionalism/Customer Service:</b> <i>Serves customers in a friendly efficient manner; Adheres to departmental policies, i.e. dress standards</i> |                   |            |      |           |

Additional Comments:

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Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: Be sure to discuss this form with your student and provide him/her with a copy of the completed form.**