

The purpose of this evaluation is to encourage personal and professional growth of student employees. This form may be used as a self-evaluation or a supervisor evaluation tool. Students and supervisors should discuss results.

Student Name:		Supervisor Name:	
Position Title:		Department:	

Evaluation:

Select the response which best indicates your perceived level of performance for each category.

5	Exceeds performance expectations with exceptional results
4	Performance is above the job description and expectations
3	Meets basic job description and expectations
2	Some improvement needed
1	Significant improvement needed
N/A	Does not apply

WORK ETHIC

Consistently present and on time for work shifts	5	4	3	2	1	n/a
Dependable, reliable in following established procedures	5	4	3	2	1	n/a
Exercises good judgment and makes appropriate decisions	5	4	3	2	1	n/a
Time management and effective use of time	5	4	3	2	1	n/a
Wears appropriate professional dress attire to work	5	4	3	2	1	n/a
Displays evidence of personal and professional boundaries	5	4	3	2	1	n/a

COMPETENCIES

Provides professional customer service to all constituents	5	4	3	2	1	n/a
Thoroughness, accuracy and neatness of work produced	5	4	3	2	1	n/a
Exhibits interpersonal and communication skills	5	4	3	2	1	n/a
Delivers accurate and timely materials for projects	5	4	3	2	1	n/a
Resourcefulness in anticipating and performing needed tasks	5	4	3	2	1	n/a
Initiates efforts to improve his/her job knowledge and performance	5	4	3	2	1	n/a

LEADERSHIP

Maintains a positive attitude toward the position and department	5	4	3	2	1	n/a
Acts as a positive role model for other students	5	4	3	2	1	n/a
Properly delegates responsibilities or requests help from others	5	4	3	2	1	n/a
Open and able to respectfully work with a diverse group of students	5	4	3	2	1	n/a
Strives to initiate new ideas that enhance the department's work	5	4	3	2	1	n/a
Maintains positive and supportive relationships with other staff	5	4	3	2	1	n/a
Cooperates with others toward achievement of common goal	5	4	3	2	1	n/a

SUPERVISION & DEVELOPMENT						
Keeps supervisor informed of problems, situations, etc.	5	4	3	2	1	n/a
Keeps supervisor informed about progress of projects/assignments	5	4	3	2	1	n/a
Available to supervisor and other members of the staff	5	4	3	2	1	n/a
Completes work with little or no supervision	5	4	3	2	1	n/a
Responds healthily to stressful situations	5	4	3	2	1	n/a
Easily adjusts to changes in priorities, circumstances, and direction	5	4	3	2	1	n/a
Receptive to taking on additional tasks, learning new skills	5	4	3	2	1	n/a
Professional Skills: [to be completed by supervisor]						
PROFESSIONAL SKILL:	5	4	3	2	1	n/a
COMMENTS:						
PROFESSIONAL SKILL:	5	4	3	2	1	n/a
COMMENTS:						
PROFESSIONAL SKILL:	5	4	3	2	1	n/a
COMMENTS:						
Comments: [to be completed by supervisor]						
EXCEPTIONAL ACCOMPLISHMENTS						
<i>Describe any exceptional accomplishments that were beyond the student's job description.</i>						
AREAS FOR GROWTH						
<i>What are some areas for growth in the student's performance? Provide a plan and timing for improvement.</i>						
<i>Signing below, acknowledges that this evaluation was discussed between the student employee and the supervisor. Student and supervisor should each receive a copy of this evaluation form to facilitate development.</i>						
Student Signature:		Date:				
Supervisor Signature:		Date:				