



THIS FORM IS NOT AN OFFICIAL DOCUMENT. IT IS AN OPTIONAL TOOL/TEMPLATE SUPERVISORS MAY USE TO EVALUATE STUDENT PERFORMANCE.

STUDENT EMPLOYEE EVALUATION FORM

Student Employee's Name: _____ Today's Date: _____

Job Title: _____

Review Period: From _____ to _____

Supervisor's Name: _____ Department: _____

All Characteristics may not apply to each student, therefore, if a category cannot be rated OBJECTIVELY, please select "NOT APPLICABLE"

Please rate the student employee's performance in the areas listed using the rating scale below.

E=EXCEPTIONAL PERFORMANCE – Unique and exceptional accomplishments, including in demanding situations or circumstances.

A=ABOVE AVERAGE – Performs above job expectations in most areas.

M=MEETS EXPECTATIONS – Competent performance in all situations and circumstances

P=PARTIALLY MEETS EXPECTATIONS – Shows capability, but in a variable manner. Improvement needed in key areas.

U=UNSATISFACTORY – Major or ongoing problems that negatively impact organizational objectives

N/A=NOT APPLICABLE

Competencies	Supervisor Rating
ORAL/Written COMMUNICATION - Clearly expresses ideas. Articulates thoughts and ideas clearly and effectively in written or oral form.	
PROBLEM SOLVING (CRITICAL THINKING) - Reviews facts and data, using sound judgement, to arrive at most effective solution. Able to obtain, interpret and use knowledge, facts and data.	
TEAMWORK/COLLABORATION: Builds collaborative relationships with colleagues and customers with diverse backgrounds and viewpoints. Able to work in a team structure and manage conflict.	
TECHNOLOGY SKILLS - Proficient use of work-related equipment, tools, and technology.	
LEADERSHIP: Leverages the strengths of others to achieve common goals. Uses interpersonal skills to coach and develop others. Able to manage own emotions and those of others. Uses empathy to guide and motivate, organize, prioritize and delegate work.	
PROFESSIONALISM/WORK ETHIC: Demonstrates personal accountability and effective work habits, e.g., punctuality, productivity, workload management. Understands the impact of non-verbal communication. Demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind. Able to learn from his/her/their mistakes.	
JOB KNOWLEDGE - Performs work by following specified procedures & directions.	
ACCURACY —Consistently produces accurate work.	
VOLUME —Consistently produces the designed volume of work based on department	
SELF-MANAGEMENT —Sets own priorities, regularly completing work on schedule. Utilizes resources available to maximize efficiency.	
CUSTOMER SERVICE: Insures that department and university are accurately and positively portrayed. Requests are timely and accurate, and response is complete.	

Supervisor's Comments (includes areas of strength and areas needing improvement)

Employee's Comments (may include employment environment and feedback regarding supervisor):

Supervisor Signature

Date

ACKNOWLEDGEMENT

I have reviewed the evaluation of my performance and received a copy. My signature indicates neither agreement nor disagreement with this evaluation; but rather I had an opportunity to discuss the appraisal with the supervisor.

Student Employee's Signature

Date