

Red Rocks Community College
Student Employee Performance Evaluation

Student Name _____ Title _____
Department _____ Date of review _____
Period covered: From _____ To _____

Check one:

1. ABILITY TO GET ALONG WITH PEOPLE

- ____(3) Exceptionally well accepted by co-workers, customers and supervisors.
____(2) Is poised, courteous and tactful in working with people.
____(1) Usually gets along well with people.
____(0) Frequently rude, unfriendly or uncooperative.

2. INITIATIVE

- ____(3) Shows originality and resourcefulness in going beyond assigned job.
____(2) Does assigned job willingly.
____(1) Sometimes attempts to avoid work.
____(0) Often attempts to avoid work.

3. PERSONAL DEVELOPMENT

- ____(3) Achieves positive results/changes by applying input and experience.
____(2) Achieves positive change with assistance.
____(1) Attempts positive change reluctantly.
____(0) Makes no effort to implement positive change.

4. ABILITY TO FOLLOW INSTRUCTIONS

- ____(3) Uses initiative in interpreting and following instructions.
____(2) Follows most instruction with little difficulty.
____(1) Need repeated detailed instructions.
____(0) Seems unable to follow instructions.

5. DEPENDABILITY

- ____(3) Consistently meets obligations; works well independently.
____(2) Meets obligations under very little supervision.
____(1) Meets obligations under supervision.
____(0) Sometimes fails to meet obligations, even under careful supervision.

6. ATTENDANCE

- ____(3) Consistently prompt and regular.
____(2) Usually present and on time.
____(1) Lax in attendance and/or reporting to work on time.
____(0) Often absent without good excuse and/or frequently reports for work late.

7. COOPERATION

- ____(3) Cooperates eagerly and cheerfully – self-motivated.
- ____(2) Cooperates willingly when asked.
- ____(1) Cooperates reluctantly.
- ____(0) Uncooperative, antagonistic.

8. QUALITY OF WORK

- ____(3) Work is consistently neat and accurate.
- ____(2) Does normal amount of acceptable work.
- ____(1) Does less than required amount of satisfactory work.
- ____(0) Does very little acceptable work.

9. PRODUCTIVITY

- ____(3) Very industrious; does more than is required.
- ____(2) Maintains constant level of productivity.
- ____(1) Does just enough to get by.
- ____(0) Fails to do an adequate job.

10. APPEARANCE

- ____(3) Careful about personal appearance.
- ____(2) Satisfactory appearance.
- ____(1) Sometimes neglectful of appearance.
- ____(0) Untidy or inappropriately groomed.

11. OVERALL ESTIMATE OF STUDENT EMPLOYEE'S WORK

- ____ Outstanding (25-27).
- ____ Above average (19-25)
- ____ Average (13-18)
- ____ Below average (7-12)
- ____ Poor (0-6)

12. COMMENTS (If rating is Below Average or Poor, this must be filled in as to the justification.)

Student of Evaluator/Supervisor

Date

Student of Employee

Date

October 2004