



## STUDENT EMPLOYEE EVALUATION FORM

This evaluation should be treated as a learning tool to assist student employees in further developing their work skills and abilities while also serving as an indicator of current job performance and expectations.

### HOW TO PROVIDE AN EFFECTIVE PERFORMANCE EVALUATION

- Supervisors should sit down with their student employee in a private area and to review the evaluation. The overall purpose of the evaluation should be explained to the student before discussing the evaluation itself.
- The tone of the evaluation should be positive, encouraging and open to dialogue.
- You should cite examples of areas the student has done well and areas where improvement is needed. If criticism is made, it should be done in a constructive and supportive manner.
- Stress positive behavior and note improved activity whenever possible.
- It is suggested that a student should complete an evaluation on their performance beforehand and bring it to the meeting; their ratings should be compared with that of their supervisor. The supervisor should provide their assessment while remaining open to the student's comments.
- The supervisor and student should sign their name at the end of the form, following a discussion regarding possible further development of the student's career goals. A copy of the evaluation should be given to the student, as well as retained by the evaluator. All forms should be kept in a secure place.

#### EMPLOYEE INFORMATION:

Student's Name:		
Supervisor's Name:		
Student S-Number:	Review Period - Semester:	Year:
Department:	Job Title	
Description of Duties:		

PERFORMANCE FACTORS:

	Exceptional	Very Good	Average	Below Average	Unacceptable
Quality of Work					
Work Attitude					
Relationships with Others					
Punctuality					
Dependability					
Judgement					
Professionalism					

*Please cite specific examples and experiences when applicable:*

Where does the student employee excel? How have they contributed to the workplace?

How can the student employee improve their work habits? What skills should they work to develop?

What are some specific skills you think the student employee could list on a resume?

General Comments:

This evaluation has been explained to me and I understand the contents. I also understand that my signature does not necessarily indicate my agreement with the above evaluation.

Employee Signature:	Date:
Supervisor Signature:	Date: