

## Performance Review for Student Employee

The performance evaluation is an integral part of every employment position. When thoughtful time is invested in the process, evaluations are a valuable tool: 1) in developing the student employee, 2) for the supervisor to provide and receive feedback, and 3) to assist in strengthening the employment environment. Employers have performance expectations that need to be met by their employees. By utilizing performance evaluations, students gain an understanding and exposure to what will be expected in the work place after college.

Please share the evaluation with your student employee, requesting him/her to complete it first. Schedule a time when you may meet together to review and discuss the evaluation.

Name of Employee: \_\_\_\_\_ Evaluation Period: \_\_\_\_\_

Due to diversity in employment opportunities, all characteristics may not apply to each student. Please rate the student employee's performance in the areas listed, using the rating scale below. **NOTE:** There is a section for both the employee and the supervisor to provide a rating.

**EE:** Exceeds Expectations **OE:** Often Exceeds Expectations **ME:** Meets Expectations **NI:** Needs Improvement **NA:** Not applicable

|   | Employee Rating | Supervisor Rating |
|---|-----------------|-------------------|
| <b>Quality of Work</b> (ability to satisfactorily perform job duties following specified procedures)  |                 |                   |
| <b>Quantify of Work</b> (volume of work done in specified time following specified standards)   |                 |                   |
| <b>Job Knowledge</b> (familiarity with procedurs of job)  |                 |                   |
| <b>Reliability/Dependability</b> (ability to get things done, conscientious, punctual, and notifies supervisor ahead of time if needs to be absent)   |                 |                   |
| <b>Communication</b> (written/verbal, interpersonal skills, positive interactions with co-workers, supervisor, campus community, and guests)  |                 |                   |
| <b>Initiative/Leadership</b> (takes on additional responsibilities; displays leadership and ownership in the position; provides input to department procedures, as appropriate; exercises discretion in duties) |                 |                   |
| <b>Professionalism</b> (conducts him/herself in a dignified, businesslike manner, neatly groomed, dresses appropriately for position)   |                 |                   |
| <b>Team Work</b> (ability to work with others cooperatively and harmoniously)   |                 |                   |

General comments (include areas of strength and those needing improvement): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Employee's Comments: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

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

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature indicates that the employee has reviewed and discussed the evaluation with the supervisor.