

Student employee evaluation

Employee name: _____ ID: _____

Score each item: 5: Excellent; 4: Above average; 3: Acceptable; 2: Needs improvement; 1: Unacceptable

Aptitude (15)

- _____ Understands and retains procedures
- _____ Follows instructions
- _____ Shows skills/knowledge in area of expertise

Leadership (20)

- _____ Shows leadership abilities
- _____ Interacts with team appropriately
- _____ Demonstrates initiative in workload
- _____ Solves problems with viable solutions

Service skills (25)

- _____ Demonstrates good phone skills
- _____ Deals effectively with difficult situations
- _____ Provides good customer service
- _____ Develops personal skills
- _____ Has a friendly, helpful attitude

Quality of work (15)

- _____ Works accurately and thoroughly
- _____ Organizes and prioritizes tasks
- _____ Accomplishes adequate task quantity

Organizational commitment (15)

- _____ Aware of mission and goals
- _____ Shows evidence of commitment
- _____ Sense of belonging to dept./campus

Teamwork (20)

- _____ Works well with others
- _____ Interest and enthusiasm is evident
- _____ Works collaboratively
- _____ Exercises strong communication skills

Timeliness (15)

- _____ Keeps supervisor informed of progress
- _____ Adheres to scheduled hours
- _____ Completes projects by assigned deadlines

Total (125)

- _____ 118-125: Excellent
- _____ 100-117: Above average
- _____ 75-99: Acceptable
- _____ 50-74: Needs improvement
- _____ 25-49: Unacceptable

I, as the person being evaluated in this performance appraisal, accept the above stated and agreed upon ratings and will adhere to the decisions established in this report.

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____

For department use only

Do not return this portion to Financial Assistance.

General comments: include areas of strength and plans for improvement, if necessary

Supervisor's comments:

Student employee's comments: