Student Employee Evaluation Form

Student Employee:			_ Empi 1D:			
Employee Job Class:			Evaluation Period:			
Recommending Pay Increase: Y / N Current Pay: \$			Increase in Pay: \$			
Evaluate each student employee base student employee's Overall Rating.	ed on each of the	e following crite	ria. Total up eac	h category to dete	ermine the	
Character	Exceptional	Satisfactory	Need Improvement	Unsatisfactory	Does Not Apply	
Maintains positive, pleasant, interested and enthusiastic attitude						
Shows initiative and does work on his/her own						
Is respectful of others						
Demonstrates professionalism						
Is a team player						
Interpersonal Skills	Exceptional	Satisfactory	Need Improvement	Unsatisfactory	Does Not Apply	
Written communication skills						
Oral communication skills						
Works well with others						
Uses language and humor appropriately						
Accountability & Responsibility	Exceptional	Satisfactory	Need Improvement	Unsatisfactory	Does Not Apply	
Maintains a clean space						
Calls in when late and/or sick						
Attends all mandatory trainings and meetings						
Submits requests for time off, vacation, schedule changes in a timely and respectful manner						
Clocks in/out daily and has minimal missed punches						
Adheres to Office and University Security Policies						
Uses office equipment and supplies						

Accountability & Responsibility Cont'	Exceptional	Satisfactory	Need Improvement	Unsatisfactory	Does Not Apply		
Punctual attendance							
Adheres to office policies							
Adheres to the dress code							
Adheres to the lunch policy							
Job Performance	Exceptional	Satisfactory	Need Improvement	Unsatisfactory	Does Not Apply		
Demonstrates Professionalism			1		11 0		
Produces desired amount of work in a timely manner							
Accurate, thorough, makes minimal errors and is quick to find and correct them.							
Attention to detail							
Organized							
Demonstrates increasing job knowledge							
Demonstrates exceptional customer service							
Excels as a peer supervisor							
Overall Rating							
Promotions and pay increases are neve Employment Job Class Description alo Assistant (SA) level. Supervisor's Comments:							
I have reviewed the above evaluation with my supervisor. Even though I mever guaranteed. I hereby agree to a Student's Signature:	nay have been ro the above evalua	ecommended for ation.	r a pay increase,		ay increase is		
Supervisor's Signature:		Date:					