



## Student Employment Office

### Student Performance Evaluation

Student Name: \_\_\_\_\_ CWID: \_\_\_\_\_

Department: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_ Current Pay: \_\_\_\_\_ Step Increase Date: \_\_\_\_\_ New Rate: \_\_\_\_\_  
(if applicable) (if applicable)

Instructions: This performance evaluation is meant to serve as a guide for employers to use when evaluating a student employee's performance. Please feel free to use this form or your own. Students can be evaluated on a semesterly or annual basis.

Purpose: The Office of Student Employment believes in the importance of providing student workers with constructive feedback in order to enhance their work performance and professional development.

	<u>Exceeds</u> <u>Expectations</u>	<u>Meets</u> <u>Expectations</u>	<u>Needs</u> <u>Improvement</u>	<u>Not</u> <u>Applicable</u>
1. Carries out assigned duties in a timely manner	—	—	—	—
2. Arrives at work in a timely manner/adheres to schedule	—	—	—	—
3. Maintains confidentiality of office information	—	—	—	—
4. Follows directions	—	—	—	—
5. Produces quality work	—	—	—	—
6. Interacts well with others	—	—	—	—
7. Shows courtesy & tact when dealing with constituents	—	—	—	—
8. Adheres to departmental policies in regards to office etiquette	—	—	—	—
9. Approaches job duties/roles in professional manner	—	—	—	—
10. Evokes the University mission	—	—	—	—

Comments:

Supervisor Signature:

Student Signature:

Please provide a copy of this evaluation to the Student Employment Office to be kept on file. Thank you!