Student Employment Programs Evaluation

These evaluations are meant to be developmental in nature – it is expected both the supervisor and the student complete their portion, and a conversation occur to discuss good performance as well as areas for improvement.

Student Employee: ________________________________  991# ________________________________
Department Awarded Supplemental Funding: ________________________________
Administrator of Supplemental Funding Award: ________________________________
Empowering Department: ___________________________  Student Direct Supervisor ________________________________
Today’s Date _______________  Period Covered ______________  (MM/YYYY) TO ______________  (MM/YYYY)

(EE) Exceeds Expectations  (BE) Below Expectations  (NA) Not Applicable  
(ME) Meets Expectations  (FE) Failed Expectations

### Student – Self Evaluation

**Aptitude**
- Understands and Retains Procedures
  - EE ME BE FE NA
- Follows Instructions
  - EE ME BE FE NA
- Student Learning Evident
  - EE ME BE FE NA

**Leadership**
- Originates ideas
  - EE ME BE FE NA
- Communicates effectively
  - EE ME BE FE NA
- Anticipates needs/Acts accordingly
  - EE ME BE FE NA
- Interaction with staff members
  - EE ME BE FE NA
- Analyzes problems/Develops alternatives
  - EE ME BE FE NA

**Teamwork**
- Works well with others
  - EE ME BE FE NA
- Interest and enthusiasm is evident
  - EE ME BE FE NA
- Works collaboratively
  - EE ME BE FE NA
- Appreciation of human differences
  - EE ME BE FE NA

**Organizational Commitment**
- Aware of mission and goals
  - EE ME BE FE NA
- Shows evidence of commitment
  - EE ME BE FE NA
- Sense of belonging to department/campus
  - EE ME BE FE NA

### Supervisor Evaluation of Student

**Aptitude**
- Understands and Retains Procedures
  - EE ME BE FE NA
- Follows Instructions
  - EE ME BE FE NA
- Student Learning Evident
  - EE ME BE FE NA

**Leadership**
- Originates ideas
  - EE ME BE FE NA
- Communicates effectively
  - EE ME BE FE NA
- Anticipates needs/Acts accordingly
  - EE ME BE FE NA
- Interaction with staff members
  - EE ME BE FE NA
- Analyzes problems/Develops alternatives
  - EE ME BE FE NA

**Teamwork**
- Works well with others
  - EE ME BE FE NA
- Interest and enthusiasm is evident
  - EE ME BE FE NA
- Works collaboratively
  - EE ME BE FE NA
- Appreciation of human differences
  - EE ME BE FE NA

**Organizational Commitment**
- Aware of mission and goals
  - EE ME BE FE NA
- Shows evidence of commitment
  - EE ME BE FE NA
- Sense of belonging to department/campus
  - EE ME BE FE NA
<table>
<thead>
<tr>
<th>Timeliness</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Keeps supervisor informed</td>
<td>EE</td>
<td>ME</td>
<td>BE</td>
<td>FE</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adheres to scheduled hours</td>
<td>EE</td>
<td>ME</td>
<td>BE</td>
<td>FE</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completes projects by assigned deadlines</td>
<td>EE</td>
<td>ME</td>
<td>BE</td>
<td>FE</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Services Skills</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrates good phone skills</td>
<td>EE</td>
<td>ME</td>
<td>BE</td>
<td>FE</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deals with difficult situations effectively</td>
<td>EE</td>
<td>ME</td>
<td>BE</td>
<td>FE</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to resolve problems</td>
<td>EE</td>
<td>ME</td>
<td>BE</td>
<td>FE</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal skill development</td>
<td>EE</td>
<td>ME</td>
<td>BE</td>
<td>FE</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friendly and helpful attitude</td>
<td>EE</td>
<td>ME</td>
<td>BE</td>
<td>FE</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Performance of Tasks</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Works accurately and thoroughly</td>
<td>EE</td>
<td>ME</td>
<td>BE</td>
<td>FE</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organizes and prioritizes tasks</td>
<td>EE</td>
<td>ME</td>
<td>BE</td>
<td>FE</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quantity of work tasks accomplished</td>
<td>EE</td>
<td>ME</td>
<td>BE</td>
<td>FE</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overall Performance:</th>
<th>EE</th>
<th>ME</th>
<th>BE</th>
<th>FE</th>
</tr>
</thead>
</table>

STUDENT COMMENTS:
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________

SUPERVISOR COMMENTS:
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________

Student’s Signature ________________________________________________
Supervisor’s Signature ______________________________________________