

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: _____

Employing 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

Timeliness

Keeps supervisor informed
EE ME BE FE NA
 Adheres to scheduled hours
EE ME BE FE NA
 Completes projects by assigned deadlines
EE ME BE FE NA

Timeliness

Keeps supervisor informed
EE ME BE FE NA
 Adheres to scheduled hours
EE ME BE FE NA
 Completes projects by assigned deadlines
EE ME BE FE NA

Student Services Skills

Demonstrates good phone skills
EE ME BE FE NA
 Deals with difficult situations effectively
EE ME BE FE NA
 Ability to resolve problems
EE ME BE FE NA
 Personal skill development
EE ME BE FE NA
 Friendly and helpful attitude
EE ME BE FE NA

Student Services Skills

Demonstrates good phone skills
EE ME BE FE NA
 Deals with difficult situations effectively
EE ME BE FE NA
 Ability to resolve problems
EE ME BE FE NA
 Personal skill development
EE ME BE FE NA
 Friendly and helpful attitude
EE ME BE FE NA

Performance of Tasks

Works accurately and thoroughly
EE ME BE FE NA
 Organizes and prioritizes tasks
EE ME BE FE NA
 Quantity of work tasks accomplished
EE ME BE FE NA

Performance of Tasks

Works accurately and thoroughly
EE ME BE FE NA
 Organizes and prioritizes tasks
EE ME BE FE NA
 Quantity of work tasks accomplished
EE ME BE FE NA

Overall Performance: EE ME BE FE

Overall Performance: EE ME BE FE

STUDENT COMMENTS:

SUPERVISOR COMMENTS:

Student's Signature _____

Supervisor's Signature _____