

Student Employee Evaluation Form

Student Employee: _____ Empl: _____ ID: _____

Employee Job Class: _____ Evaluation: _____ Period: _____

Recommending Pay Increase: Y / N Current Pay: \$ _____ Increase in Pay: \$ _____

Evaluate each student employee based on each of the following criteria. Total up each category to determine the student employee's Overall Rating.

| 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 responsibly | | | | | |

| 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 | | | | | |
| 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 never guaranteed. If recommending or approving a pay increase please see the Student Employment Job Class Description along with the Student Employee Pay Matrix to determine appropriate Student Assistant (SA) level.

Supervisor's Comments:

I have reviewed the above evaluation, including the supervisor's comments, and have discussed this evaluation with my supervisor. Even though I may have been recommended for a pay increase, I realize that a pay increase is never guaranteed. I hereby agree to the above evaluation.

Student's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

