

## 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.**

<b>Character</b>	<b>Exceptional</b>	<b>Satisfactory</b>	<b>Need Improvement</b>	<b>Unsatisfactory</b>	<b>Does Not Apply</b>
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					
<b>Interpersonal Skills</b>	<b>Exceptional</b>	<b>Satisfactory</b>	<b>Need Improvement</b>	<b>Unsatisfactory</b>	<b>Does Not Apply</b>
Written communication skills					
Oral communication skills					
Works well with others					
Uses language and humor appropriately					
<b>Accountability &amp; Responsibility</b>	<b>Exceptional</b>	<b>Satisfactory</b>	<b>Need Improvement</b>	<b>Unsatisfactory</b>	<b>Does Not Apply</b>
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					

<b>Accountability &amp; Responsibility Cont.</b>	<b>Exceptional</b>	<b>Satisfactory</b>	<b>Need Improvement</b>	<b>Unsatisfactory</b>	<b>Does Not Apply</b>
punctual attendance					
Adheres to office policies					
Adheres to the dress code					
Adheres to the lunch policy					
<b>Job Performance</b>	<b>Exceptional</b>	<b>Satisfactory</b>	<b>Need Improvement</b>	<b>Unsatisfactory</b>	<b>Does Not Apply</b>
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					
<b>Overall Rating</b>					

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: \_\_\_\_\_

