

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: _____