



Student Employee Evaluation

Evaluation Date: _____
 Employee Name: _____ Student ID: _____
 Job Title: _____
 Department/Supervisor: _____

Evaluation factors: E= Excellent (Exceeds performance goals/targets set up before for this job).
 S=Satisfactory (Meets performance goals/targets set up before for the job)
 N=Needs Improvement **Please explain or provide an example of specific ways the students can improve on the categories marked as needing improvement using the space below.*

Evaluation Factors		E	S	N*
Dedication	Reports to work on time and uses time at work constructively.			
Organization	Knowledge of job assignment. Performs work in a timely and professional manner.			
Communication	Communicates clearly and intelligently. Uses written, verbal and listening skills.			
Teamwork	Collaborates well with others, sharing the workload on projects to complete a goal.			
Cooperation and Resilience	Willingness to accept assignments and changes.			
Leadership and Initiative	Performance of duties with little or no supervision. Strives to meet deadlines. Uses innovation and creativity on the job.			
Ethics	Ability to understand the policies and procedures of the job. Performs in a trustworthy, professional and responsible manner.			
Information Literacy	Ability to use information and communication technologies to find, evaluate, create and communicate information, requiring both cognitive and technical skills.			
Critical Thinking	Analyzes information objectively and makes reasonable judgments.			
Engaging in Diversity	The ability to work well with students, co-workers, parents of individuals different from themselves.			
Shows Improvement since last evaluation		Yes	No	N/A
Comments				

Alyssa Iken
Student Signature

Date

Supervisor Signature

Date