



Student Employment Performance Review

Department: _____

Supervisor completing evaluation: _____

Position: _____

Student Name: _____

Hire Date: _____

Date of Evaluation: _____

The following ratings are based upon the evaluator's notions of the student's potential and the expectations and guidelines as set forth during the hiring process.

	Excellent	Good	Average	Fair	Poor
1. Demonstrates appropriate customer services abilities. <i>Comments:</i>	5	4	3	2	1
2. Willingness to learn about office resources, services, and programs <i>Comments:</i>	5	4	3	2	1
3. Demonstrates a level of responsibility and dependability. <i>Comments:</i>	5	4	3	2	1
4. Understands oral and written instruction and develops a task plan. <i>Comments:</i>	5	4	3	2	1
5. Completes assigned tasks in a timely manner. <i>Comments:</i>	5	4	3	2	1

	Excellent	Good	Average	Fair	Poor
6. Demonstrates a level of quality work. <i>Comments:</i>	5	4	3	2	1
7. Takes initiative and seeks various office duties. <i>Comments:</i>	5	4	3	2	1
8. Demonstrates strong communication skills. <i>Comments:</i>	5	4	3	2	1
9. Exhibits a positive attitude and works well with others. <i>Comments:</i>	5	4	3	2	1
10. Exhibits willingness to be flexible to meet the needs of the department. <i>Comments:</i>	5	4	3	2	1

(Please attach additional paper if needed)

1. Areas of strengths:

2. Areas in which improvement is needed:

3. Overall Comments:

Overall Performance Rating: **Excellent Good Average Fair Poor**

By signing below, I agree that this performance evaluation was reviewed and accepted:

Supervisor Signature	Date	Student Signature	Date
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Student Comments: *(please attach additional paper if needed for additional comments)*