SAMPLE

Student Employee 30-Day and Yearly Evaluation Form

Name:_____________________________________  Evaluation Period:  ___________

O=Outstanding          AB=Above Average          S=Satisfactory         NI=Needs Improvement          U=Unacceptable

1. Attendance:   ___________
   (Reliability:  On-time, proper use of sub list, minimal last minute calls)

2. Customer Service:  ___________
   (Displays helpful attitude and discretion toward students while working)

3. Job Knowledge:  ___________
   (Demonstrates knowledge of each position worked…)

4. Job Quality:  ___________
   (Consistent, works at reasonable pace, does not need to be asked to re-do tasks)

5. Initiative:  ___________
   (Willing and capable of learning skills, eager to perform tasks when current
   assignment is complete, works with supervisor and strives to do more than
   expected…)

6. Attitude:  ___________
   (Follows instructions, does not argue, complain or mope when given task, checks
   with supervisor before leaving work site, follows handbook policies…)

7. Appearance:  ___________
   (Presents a clean and professional appearance)

Comments:

__________________________________________                    __________________________________________
Student Signature            Supervisor