

Student Evaluation

Student _____
Date _____

Scoring: Circle the number that best represents the performance level in the following job responsibilities. **Please include comments.**

Job Knowledge – Student knows the details of the office space, understands job procedures, and serves as a liaison to the campus regarding resources within the center as well as programs and events.

Comments: Poor 1 2 3 4 5 6 7 Excellent

Positive Job Attitude – Student displays interest and enthusiasm for his/her work and takes pride in a job well done.

Comments: Poor 1 2 3 4 5 6 7 Excellent

Dependability – Student meets work schedules, fulfills job responsibilities and commitments, meets administrative deadlines. Student follows established office hours, arrives on time, and achieves average number of hours established per job description.

Comments: Poor 1 2 3 4 5 6 7 Excellent

Cooperation and Contribution to Staff – Performs as a team player, does appropriate share of work, contributes positively to the staff, and actively participates in staff meetings.

Comments: Poor 1 2 3 4 5 6 7 Excellent

Quality of Work – Student thoroughly and accurately completes job assignments and uses sound judgment.

Comments: Poor 1 2 3 4 5 6 7 Excellent

Professionalism – I present myself in a professional and appropriate manner.

Comments: Poor 1 2 3 4 5 6 7 Excellent

Overall rating of student employee:

Poor 1 2 3 4 5 6 7 Excellent

Strengths/Areas for Improvement: