



# HARVARD STUDENT EMPLOYMENT OFFICE

## STUDENT EMPLOYEE PERFORMANCE REVIEW

The performance review is optional and can be used for all student workers.

Student's Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Department's Name: \_\_\_\_\_

*Rate the student in the following categories, making specific comments in each area, if necessary.*

**1** = Poor (needs improvement)

**2** = Average (meets job expectations)

**3** = Good (always meets, occasionally exceeds, job expectations)

**4** = Excellent (regularly exceeds expectations)

### Rating

\_\_\_\_\_ **Job Knowledge and Skills:** Understands duties, responsibilities, and has the level of proficiency required to accomplish work. Consider also the student's interpersonal and communication skills.

\_\_\_\_\_ **Quality of Work:** Demonstrates accuracy, thoroughness, and reliability in accomplishing assigned work.

\_\_\_\_\_ **Dependability:** Extent to which student can be counted on to carry out instructions and fulfill job responsibilities accurately and efficiently. Consider also the student's attendance and punctuality.

\_\_\_\_\_ **Work Attitude and Cooperation:** Extent to which student demonstrates a positive attitude, and promotes cooperation with supervisor and office staff. Respectful of confidentiality.

\_\_\_\_\_ **Initiative:** Ability to be self-directed, efficient, creative, and resourceful. Assumes extra work on own initiative, adapts quickly to new responsibilities.

Areas Needing Improvement: List areas where improvement can be made.



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**Overall Evaluation:** Consider the student's total job performance and overall contribution during the evaluation period.

*Check One:*      Needs Improvement  
                   Meets job expectation  
                   Always meets, occasionally exceeds job expectations  
                   Regularly exceeds job expectations

**Student's Comments:**

Student's Comments (optional): Do you agree with this appraisal of your performance? What changes in your work situation, or additional training, would help improve your job performance?

**Required Signatures:**

\*Student: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

\* My signature indicates that the Student Employee Performance Review has been reviewed with me, and I have received a copy.