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.
**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?

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**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.