

Student Employee Evaluation

Employee Name: _____ **Date:** _____

A=Outstanding B=Exceeds expectations C=Meets expectations D=Does not meet expectations

Job Skills		Comments
Telephone Etiquette		

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(Confidentiality)		

A=Outstanding B=Exceeds expectations C=Meets expectations D=Does not meet expectations

Professional Demeanor		
Quality of Work -Produces quality work. Completes assignments in a timely manner		
Productivity -Produces in quantity, the work expected from the position.		
Attendance/Dependability -Faithful in reporting to work when scheduled.		
Initiative -Little direction needed, efficient; recognizes the best way to accomplish assignments.		
Punctuality -Consistently arrives on time, meets agreed upon deadlines, and appointments.		
Style of Dress -Dresses appropriately, meeting departmental/office standards for the position.		
Responsibility -Accepts responsibility for actions taken, as well as the job itself.		
Positive Image -Serves as a positive representative of the department (demonstrates a service orientation, warm demeanor, enthusiasm, commitment to diversity).		

Additional Comments

Employee Name: _____

A=Outstanding B=Exceeds expectations C=Meets expectations D=Does not meet expectations

Communication -Communicates effectively and appropriately.		
Staff/Co-workers		
Clients		
Supervisor		
Follow Through -Keeps you informed: when a task is finished, when a task will need to be finished by another employee, when they will come back to finish the task.		
Staff/Co-wrokers		
Clients		
Supervisor		
Cooperation -Willing to compromise and resolve disagreements (capable of hearing, processing, and evaluating others' point of view).		
Staff/Co-workers		
Clients		
Supervisor		

Additional Comments

I have reviewed this employee's job performance in good faith, using the best information available to me.

Evaluator Signature

Position Title

Is any action being taken to help this employee improve his/her performance?

Please specify:

Employee Name: _____

Employee's Comments

I acknowledge that I have reviewed this information and understand its contents.