

STUDENT EMPLOYEE PERFORMANCE EVALUATION

Student Employee Name: _____
 Position: _____
 Department: _____
 Evaluation Period: _____



Exceeds Expectations – Maintains exemplary achievement and balance in quality and quantity of workload. Consistently takes on additional workload without defaulting on current work.

Meets Expectations – Work is at level required, assumes extra projects or tasks when requested.

Needs Improvement – Does not meet expectations. Additional training or effort is needed in this area to meet job expectations.

N/A – Not applicable to position, or insufficient opportunity to observe.

Focus Area: Team Work	Exceeds Expectations	Meets Expectations	Needs Improvement	N/A
a) Works with others on staff/team player				
b) Gives input and ideas to supervisor and in staff meeting				
c) Assists other team members with coverage				
d) Conveys a positive attitude to others				
e) Attends meetings & actively participates in meeting discussion and problem solving				

Focus Area: Customer Service	Exceeds Expectations	Meets Expectations	Needs Improvement	N/A
a) Observes customer's needs & attempts to meet them quickly & efficiently				
b) Maintains cheerful, friendly, alert demeanor while on the job				
c) Can answer customer inquiries or find answers to questions				
d) Works effectively with customers, co-workers, and staff				
e) Treats all customers equally				

Focus Area: Job Performance	Exceeds Expectations	Meets Expectations	Needs Improvement	N/A
a) Understands and performs all job requirements				
b) Reliability in reporting on time for scheduled shifts & meetings				
d) Take initiative to begin new tasks (self-starter)				
e) Quantity of work produced				
f) Quality of work produced				
g) Knowledge of departmental areas and procedures				
h) Problem solving skills – prioritizes, develops & implements solutions				

Focus Area: Communication	Exceeds Expectations	Meets Expectations	Needs Improvement	N/A
a) Oral communication is clear and easy to understand				
b) Written communication is clear and easy to understand				
c) Actively listens to customer and team members without interrupting				
d) Accepts feedback constructively				
e) Asks for clarification when concept or direction is not readily understood				

Focus Area: Work Environment/Safety	Exceeds Expectations	Meets Expectations	Needs Improvement	N/A
a) Promotes a welcoming workplace with mutual respect and courtesy				
b) Supports safety programs & training				
c) Behaves in a manner that will not endanger self or co-workers				

Exceptional Efforts/Accomplishments

Goals for Improvements or Necessary Training

Overall Evaluation <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement
Evaluator's Signature _____ Date: _____
<i>Signature indicates that this evaluation has been discussed with employee</i>
Employee's Signature _____ Date: _____