

STUDENT STAFF EVALUATION

Student Name:	Position:
Supervisor:	Department:
Department Head:	Academic Year:

Instructions: Review each category below and rate. After filling out all boxes, determine overall score. Explanations for ratings are essential for student development. Be sure to look through entirety of evaluation since there are multiple pages. All evaluations must be returned to the Human Resources office.

Rating Scale: 1. Unsatisfactory 3. Satisfactory
 2. Needs improvement 4. Exceptional

Position Performance:	1	2	3	4	N/A
Succeeded when training for position. Has a desire to learn and has expanded work-related knowledge.					
Accurate, thorough, detailed, organized.					
Quality of work.					
Has improved skills, knowledge, experiences that may help in future careers or other pursuits.					
Explanation for ratings: 					

Character:	1	2	3	4	N/A
Professionalism and respectfulness.					
Works well with others.					
Positive/Enthusiastic attitude, pleasant to be around.					
Adheres to established policies.					
Cooperation and courtesy.					
Explanation for ratings: 					

Accountability and Responsibility:	1	2	3	4	N/A
Attendance and punctuality. Gets work done while on the clock.					
Reliability and dependability.					
Shows ambition to ask for more tasks when ending a particular project and accepts new responsibilities.					
Takes responsibility for actions and owns up to mistakes.					
Can work independently, but can be a team player when applicable.					
Explanation for ratings:					

Critical Thinking and Problem Solving:	1	2	3	4	N/A
Contributes new ideas and shows initiative.					
Student can brainstorm creative solutions to achieve desired results.					
Offers ideas, suggestions, alternative solutions, and feedback.					
Explanation for ratings:					

		Rating
Overall Evaluation		
Additional Supervisor Comments:		
Student Comments:		

Recommendation: _____ Would Rehire _____ Would Not Rehire

Signature of Student

Signature of Supervisor

Signature of Department Head