STUDENT STAFF EVALUATION

_____ Academic Year

Student Name:		**Position:**	
Supervisor:		**Department:**	
Department Head:			

Instructions: Review each category below and rate. Add all ratings and divide by nine to determine overall score. Comments are helpful for student development. All evaluations must be returned to the Human Resources office.

Rating Scale:
1. Below Expectations - Performance fails to meet the requirements of the position.
2. Meets Expectations - Performance represents what is "expected" of a trained, experienced, successful employee.
3. Exceeds Expectations - Performance represents a level that exceeds job requirements.

	Rating	**Comments**
Attendance and Punctuality		
Attitude		
Quality of Work		
Ability to Follow Instructions		
Cooperation and Courtesy		
Interest in Job		
Care of College Equipment		
Reliability and Dependability		
Responsibility		
Overall Evaluation		

Recommendation: _____ Would Rehire   _____ Would Not Rehire

Comments:

_____   _____
Signature of Student   **Signature of Supervisor**

_____
Signature of Department Head