

Alaska Pacific University

Temporary Student Employee Performance Evaluation

Name of Student Employee

Date of Review

Position

Department

Supervisor

Type of Review:

_____ End of each Semester

General Work Habits

Please rate the student employee on the following:

1- Needs improvement 2- Fair 3- Average 4- Good 5- Excellent

Attendance: maintains acceptable attendance record; provides adequate Notification in event of delay in arrival on job; does not leave early 1 2 3 4 5

Dependability: diligent in attention to tasks and duties; follows through on all Responsibilities without monitoring 1 2 3 4 5

Appearance: maintains positive image suitable for job requirements 1 2 3 4 5

Quality of Work: level of accomplishment meets standards; work is neat, Well-organized, thorough, accurate 1 2 3 4 5

Initiative: can work independently; will start tasks without being closely supervised; sees what needs to be done and does it, seeks Additional assignments 1 2 3 4 5

Productivity: meets scheduled deadlines and completes projects as expected; Organizes workload without much direct supervision 1 2 3 4 5

Attitude: accepts direction, advice, feedback, and supervision; is cooperative; supports decisions once they have been made; asks for clarification or help when needed 1 2 3 4 5

Willingness to Learn: attempts to improve and to acquire new skills; open to learning new techniques 1 2 3 4 5

Interaction with Other Employees: develops good rapport with co-workers, supervisor; always willing to assist others 1 2 3 4 5

OTHER COMMENTS BY SUPERVISOR

List and describe strengths and accomplishments of the student employee:

How can these strengths be utilized more effectively in the future?

What skills does the student employee need to develop and what type of training would be helpful?

Possible re-hire for next year?

Check here if it is a definite re-hire and paperwork can be processed.

STUDENT EMPLOYEE COMMENTS

What comments do you have on the above evaluation?

What changes do you think could be made in the job which would increase your effectiveness (what do you see that you need in order to do a better job?)

What kinds of training or work assignments would you like to receive?

Other comments:

I have read and discussed this evaluation with my supervisor and my signature below verifies that I fully understand and accept what has been written.

Signature of Supervisor

Signature of Student Employee

Date

Date