

STUDENT EMPLOYEE SELF EVALUATION

The purpose of this form is to assist you in conducting an evaluation of your performance and achievements in your student employment position. You should meet with your supervisor on a regular basis to set goals and to evaluate performance. Evaluations should be based on concrete actions and examples of your performance. All characteristics may not apply to your position due to the diversity in student employment opportunities; Therefore, if a category cannot be rated objectively, please mark it N/A

Student Name _____

Job Title _____

Immediate Supervisor _____

Department _____

3- Exceeds Expectations 2 – Meets Expectations 1- Needs Improvement N/A – Not Applicable

PERFORMANCE EVALUATION		
CORE COMPETENCIES	STUDENT RATING	COMMENTS
<u>QUALITY OF WORK:</u> Achieves satisfactory results for duties and tasks assigned		
<u>QUANTITY OF WORK:</u> Works efficiently and effectively; work is completed in a timely manner; able to multitask		
<u>LEVEL OF PROFESSIONALISM:</u> Interacts well with others in the office Maintains professional demeanor		
<u>KNOWLEDGE AND SKILLS:</u> Demonstrates working level of skill and knowledge of position and department. Applies expertise to meet the needs of the department		
<u>DEPENDABILITY:</u> Regular attendance – punctual and reliable. Completes assigned tasks		
<u>COMMUNICATION</u> Exhibits solid listening, oral and written communication skills		
<u>CUSTOMER SERVICE</u> Polite to guests; Responds to requests in a timely manner		
<u>INITIATIVE:</u> Utilizes time wisely; Takes on additional responsibilities		

General Comments

Supervisor Signature_____

Student Signature_____

Date_____