

Performance Evaluation For Student Employees

Employee's Name _____
 Area Employed _____

Area Supervisor _____
 Evaluation Period _____

Ranking Key Explanations~

Exceptional: This employee has displayed outstanding performance in this position. Talents represent a leading role model for other employees to follow.

Exceeds Expectations: This employee has mastered all functions of the position and requires limited supervision. Takes initiative without supervisor's direction and exceeds job requirements.

Meets Expectations: Dependable employee. Routinely performs job duties as required b supervisor. Requires normal supervision. No improvements necessary to meet job requirements.

Below Expectations: Employee does not fulfill all requirements or expectations specified on the position description. Improvements needed.

Does not meet Expectations: Constant supervision necessary. Does not meet some or all job requirements. Presents behavior counter-productive to the organizational objectives. Improvements are necessary to meet job requirements.

- **Please** use **Comment** section to explain rankings.

Key: 1 = Exceptional 3 = Meets Expectations 5 = Does not meet Expectations
 2 = Exceeds Expectations 4 = Below Expectations

Category	1	2	3	4	5	Comments
Attendance/ Punctuality						
Task Completion						
Supervisor/Co- Worker Relations						
Judgment/ Problem Solving						

Supervisor Comments:

Performance Trend Since Last Evaluation: Improving____ Declining____ No Change____ NA____

What specific improvements are necessary for the employee to achieve a higher level of performance?

 Supervisor's Signature Date

Employee Comments:

What specifically can your supervisor do to help you attain a higher level of performance?

 Employee's Signature Date

This evaluation has been discussed with me.

*Please use reverse side to discuss goals for the next evaluation period.