

Student Employment Evaluation Form

Student's Name _____

Department _____ Semester _____ Year _____

1. Please evaluate the performance of your student employee:

| | Excellent | Very Good | Good | Fair | Poor |
|------------------|-----------|-----------|-------|-------|-------|
| Punctuality | _____ | _____ | _____ | _____ | _____ |
| Courteous | _____ | _____ | _____ | _____ | _____ |
| Quality of work | _____ | _____ | _____ | _____ | _____ |
| Quantity of work | _____ | _____ | _____ | _____ | _____ |
| Motivation | _____ | _____ | _____ | _____ | _____ |
| Appearance | _____ | _____ | _____ | _____ | _____ |

2. We look upon work-study as a learning experience. This is an opportunity to discuss the student's strengths and weaknesses.

A. Did the student have any problems or weaknesses?

Yes ___ No ___ If yes, please explain:

B. Did the student show improvement after you discussed the problem(s)?

Yes ___ No ___

C. Does the student have any particular strengths?

Yes ___ No ___ If yes, please explain:

3. Would you recommend this student to an employer?

Yes ___ No ___ If yes, please explain:

4. Comments (Please complete):

Number of absences: _____

Supervisor Signature _____ Date _____

Student Evaluations are to be kept with YOUR student records.
You do not have to forward to Human Resources