

Student Evaluation Form

EMPLOYEE: _____ JOB TITLE: _____

TODAY'S DATE: _____ DEPARTMENT/DIVISION: _____

Instructions: For each area check (✓) the box which, based upon your observation and all pertinent information, best fits the performance of the student in his/her present position.

Not Applicable
 Consistently Below Std.
 Occasionally Below Std.
Meets All Standards
 Occasionally Exceeds Std.
 Consistently Exceeds Std.

1-JOB KNOWLEDGE:

The information concerning work duties which an individual should know for satisfactory job performance. (Does employee know and understand the various phases of the job and related work assignments; understand how the job relates to other departments; know the capacity of the tools and equipment necessary to perform the job? Is employee able to answer questions about his/her work? Consider prior or on-the-job training experience.)

N/A	1	2	3	4	5

2 - CUSTOMER SERVICE:

The ability to serve the customer, is helpful to the customer. (Goes the second mile when serving external or internal customers, this includes student customers, treats the customer with respect, listens to complaints.)

N/A	1	2	3	4	5

3 - QUALITY OF WORK:

The ability to perform work duties correctly and accurately, within established time frames. (Consider accuracy, neatness, thoroughness, attention to detail and other factors relating to quality. Is employee careful to avoid errors? Does employee repeat mistakes, or learn from them?)

N/A	1	2	3	4	5

4 - ADAPTABILITY:

The ability to do new or different jobs, as required. (Consider employee's willingness and ability to perform other work in the department and the application of current job knowledge to new or unfamiliar work. Does employee grasp instructions and learn quickly? Consider employee's flexibility regarding change and reaction to pressure.)

N/A	1	2	3	4	5

5 - WORKING RELATIONS:

The ability to feel positively about and work cooperatively with others. (Consider employee's expressed attitude towards the work; tact and cooperation shown in dealing with customers, fellow employees and members of management; the spirit in which assignments are accepted; willingness to work with other employees and departments towards a common objective. Is employee cooperative even when overruled; helpful to others and tolerant of their expressed opinions and suggestions?)

N/A	1	2	3	4	5

6 - INITIATIVE and INNOVATIONS:

The expressed desire to learn new things or attain established goals. (Consider the degree to which employee is a self-starter, goes ahead on jobs without having to be told (within the limits of the job) and carries them through to completion. Consider amount of supervision required; employee's interest in taking on additional assignments and responsibilities. Is employee creative in handling difficult assignments? Does he/she offer suggestion?)

N/A	1	2	3	4	5

7 - DEPENDABILITY:

The ability to do required jobs properly, and accurately with appropriate supervision. (Consider how well employee can be depended upon to carry out instructions and complete assignments on schedule. Consider employee's performance on difficult assignments. Does employee not waste time and stay at the job; know when to seek guidance; keep supervisor advised of important developments?)

N/A	1	2	3	4	5

8 - APPEARANCE:

The impression created by employee's grooming and dress. (Employee is dressed appropriately for job requirements.)

N/A	1	2	3	4	5

9 - COMMUNICATION SKILLS:

The demonstrated ability to communicate effectively with others, both written and oral. (Does the employee recognize and fulfill the need to inform others as necessary; make a conscious effort to give explicit instructions, make sure that he/she is understood, encourage feedback and listen carefully to others? Consider his/her ability to represent and communicate the company's best interest.)

N/A	1	2	3	4	5

10 - LEADERSHIP:

The ability to provide an example for employees to follow. (Consider the ability to lead and train others and to get results through teamwork; the ability to inspire confidence; the ability to inspire employees to adhere to company policies and procedures.)

N/A	1	2	3	4	5

11 - HUMAN RELATIONS SKILLS:

The ability to effectively work with subordinates, other employees and other members of management both within and outside of the department and division. (Does he/she maintain an awareness of and sensitivity to the needs, rights, experience and background of others; establish and maintain good employee relations? Is he/she open to feedback as well as handling any grievances/complaints? Does he/she look for and utilize the best in others?)

N/A	1	2	3	4	5

Employee's comments:

Employee's signature: _____

* * * * *

Supervisor's comments:

Supervisor's signature: _____