

Supervisor Use Only	
Date of November Review	
Date Sent to Career Center	
Date of May Review	
Date Sent to Career Center	



Departmental Evaluation of Student Employee

Name of Student Employee: _____

Office/Department: _____

Name & Title of Supervisor: _____ University Extension _____

Start Date: _____ End Date: _____
 (Month/Day/Year) (Month/Day/Year)

Total Hours Worked: _____

Please rate the student on each of the following characteristics. Place a check next to the statement that most accurately describes the performance of the student.

A. Relationships with Others

- _____ 1. Very Acceptable (Encourages other employees to perform well and helps reduce conflict.)
- _____ 2. Acceptable (Works well with other employees and does not cause conflict.)
- _____ 3. Not Acceptable (Does not work well with other employees and causes conflict.)

B. Dependability and Quality of Work

- _____ 1. Very Acceptable (Carries out tasks with less supervision than normal.)
- _____ 2. Acceptable (Carries out tasks with normal supervision.)
- _____ 3. Not Acceptable (Carries out tasks with below normal supervision.)

C. Attitudes Towards Work

- _____ 1. Very Acceptable (Wants to know more about how we do things in our organization.)
- _____ 2. Acceptable (Accepts how we do things in our organization.)
- _____ 3. Not Acceptable (Rejects what we do in our organization.)

D. Judgment

- _____ 1. Very Acceptable (Always handles problem situations in a manner acceptable to supervisor.)
- _____ 2. Acceptable (Occasionally handles problem situations as well as supervisor would like.)
- _____ 3. Not Acceptable (Frequently does not handle problem situations as well as supervisor would like.)

E. Absenteeism

- _____ 1. Is not a problem with the student. (Acceptable)
- _____ 2. Is a problem with the student. (Unacceptable)

F. Appointments

- _____ 1. Professional (proactive, scheduling meetings as needed)
- _____ 2. Intermediate (Consistently attends meeting, avoiding loopholes or excuses)
- _____ 3. Novice (Expects others to schedule meetings, may lack substantive preparation and/or participation)

G. Attention to Detail

- _____ 1. Professional (Consistently anticipates problems, thinking ahead)
- _____ 2. Intermediate (Generally prepared, reflecting some fore-thought)
- _____ 3. Novice (May overlook some obvious considerations)

H. Communication

- _____ 1. Professional (Proactively initiates timely messages and replies in a professional manner that is lucid and cogent)
- _____ 2. Intermediate (Appreciates the need for good skills in communication)
- _____ 3. Novice (Often responds/replies in a timely manner when contacted)

I. Deadlines

- _____ 1. Professional (Anticipates complications)
- _____ 2. Intermediate (Generally takes deadlines to heart, being prepared in advance)
- _____ 3. Novice (Aware of deadlines, usually meeting them. Reminders may be needed)

J. Documentation

- _____ 1. Professional (Anticipates & consistently keeps accurate & thorough records)
- _____ 2. Intermediate (Keeps records as needed, Identifies & collects appropriate documentation)
- _____ 3. Novice (Although inconsistent at times, collects documents & keeps records as instructed)

K. Accountability

- _____ 1. Professional (Self-motivated, proactively taking responsibility for personal and team success)
- _____ 2. Intermediate (Recognizes the importance of personal responsibility)
- _____ 3. Novice (Some awareness of the role of personal responsibility, but often expects others to perform for them, showing little, to no, evidence of ownership)

L. What are the outstanding attributes of this student?

M. Describe any problems the student encountered in the work environment:

N. What areas does this student need to improve most?

O. (Optional) Would you hire this student? Yes _____ No _____

If no, please explain why: _____

P. Have you discussed this evaluation with the student? Yes _____ No _____

Please make any other comments you feel would be helpful to the Career Planning & Development Staff in aiding this student to develop proper skills for working in this industry:

Please Print or Type:

Name of Evaluator: _____ Position: _____

Signature: _____ Date: _____

Unless otherwise noted below, the information contained in this evaluation will not be directly shared with the student, but rather used in the development of strategies to assist students in areas of needed improvement and to further the education of all of our students. With Campus Employment, we strive to continue to develop and enhance preparation programs for our students.

___ Career Center may share this with the student.

Please return to:
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Career Planning & Development Center
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