

Period covered: _____ **Employee Name:** _____

Job Title: _____ **ID Number:** _____

We recommend evaluating your student staff, as the evaluation process adds accountability to the student's jobs. Evaluating students' performance in their jobs and basing any raises in pay on these evaluations reward students who do their job well, encourage improvement in students who do not, and provide an opportunity for students and supervisors to communicate about the job in question. There should be no surprises for the student. Evaluation generally takes the form of praise or criticism – both deserve equal attention.

The long-range goal of the student evaluation is not simply to grade work, but to assist the student in his/her development and to broaden the work experience. The procedure and criteria for the evaluations should be explained to the student during orientation and training.

	EXCELLENT 5	GOOD 4	AVERAGE 3	FAIR 2	POOR 1	SCORE
ATTENDANCE						
DEPENDABILITY/ RELIABILITY						
KNOWLEDGE OF OFFICE						
ABILITY TO FOLLOW DIRECTIONS						
COMMUNICATION SKILLS						
QUALITY OF WORK						
QUANTITY OF WORK						
RELATIONSHIPS/ PUBLIC CONTACT						
TOTAL SCORE (40 PTS. POSSIBLE):						

POINTS	RATING	DESCRIPTION
37-40	EXCELLENT	Usually exceeds basic requirements of the position.
29-36	GOOD	Frequently exceeds basic requirements of the position.
21-28	AVERAGE	Fulfills essential requirements of the position.
13-20	FAIR	Occasionally fails to meet requirements of the position.
8-12	POOR	Frequently fails to meet requirements of the position.

Evaluator's Signature _____ **Student Employee Signature** _____