

# Case Western reserve University Student Employee Evaluation

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Job Title: \_\_\_\_\_ Department: \_\_\_\_\_

*The purpose of the Student Employee Performance Evaluation is to facilitate communication between the student employee and their supervisor; it is designed to provide construction feedback to the student employee on work performance, thus maximizing the employment experience for both the student and the department.*

Please use the following scale to rate this student employee's level of performance:

**4 – Exceptional 3 – Commendable 2 – Competent 1 – Inadequate N/A: not applicable**

Rating	Trait or Skill
	<b>Professionalism:</b> maturity, business-like demeanor, appropriate dress
	<b>Communication skills:</b> phone and in person with co-workers, supervisors, clients.
	<b>Initiative:</b> interest in assuming additional responsibility
	<b>Quality of work:</b> ability to do satisfactory work following specified procedures,
	<b>Continuous Improvement:</b> ability to respond to feedback

Rating	Trait or Skill
	<b>Dependability:</b> punctuality, notification of absences, flexibility
	<b>Judgement:</b> ability to make sound decisions
	<b>Attitude:</b> Enthusiasm, energy, willingness to work, relation to others
	<b>Cooperation:</b> ability to work with supervisors and co-workers, teamwork
	<b>Job Knowledge:</b> familiarity with job procedures

Please list and rate traits or skills specific to this position if applicable:

Rating	Trait or Skill

Rating	Trait or Skill

Strengths: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Goals for improvement: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Supervisor's Comments: \_\_\_\_\_  
 \_\_\_\_\_

Current Pay Rate \$ \_\_\_\_\_ Amount of Increase \$ \_\_\_\_\_ New Pay Rate \$ \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Comments: \_\_\_\_\_  
 \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_