SUPervisor Evaluation of Student Employee

Student __________________________ Date __________________________

Supervisor ______________________ Office ______________________

Please use this form to evaluate your student employee. Once you have completed the form, schedule a meeting with your student to discuss your feedback and provide suggestions for strengthening their performance.

PLEASE RATE THE STUDENT BASED ON THE FOLLOWING SCALE:
EE (Exceeds Expectations) ME (Meets Expectations) NI (Needs Improvement)

WORK PERFORMANCE:
___ follows directions ___ completes assignments
___ uses good judgment ___ communicates well
___ interested in learning new skills ___ works without supervision
___ quality of work ___ works as part of a team

SKILLS/ATTRIBUTES:
___ attendance ___ attitude
___ punctuality ___ reliability
___ interpersonal skills ___ appearance/dress
___ initiative ___ maturity and poise

Based on the above: What can the student do to continue to strengthen their Performance?

Additional Comments:

Supervisor Signature ___________________________________________

Student Signature ___________________________________________