

Student Employee Evaluation

Employee Name: _____

Date: _____

A=Outstanding

B=Exceeds expectations

C=Meets expectations

D=Does not meet expectations

Job Skills	Comments	
Telephone Etiquette		
Computer Competence		
Verbal/Written Communication		
Courtesy		
Office Demeanor		
Information handling (Confidentiality)		

A=Outstanding

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Professional Demeanor
Quality of Work -Produces quality work. Completes assignments in a timely manner
Productivity -Produces in quantity, the work expected from the position.
Attendance/Dependability -Faithful in reporting to work when scheduled.
Initiative -Little direction needed, efficient; recognizes the best way to accomplish assignments.
Punctuality -Consistently arrives on time, meets agreed upon deadlines, and appointments.
Style of Dress -Dresses appropriately, meeting departmental/office standards for the position.
Responsibility -Accepts responsibility for actions taken, as well as the job itself.
Positive Image -Serves as a positive representative of the department (demonstrates a service orientation, warm demeanor, enthusiasm, commitment to diversity).

Additional Comments

Employee Name: _____

A=Outstanding B=Exceeds expectations C=Meets expectations D=Does not meet expectations

Communication -Communicates effectively and appropriately.		
Staff/Co-workers		
Clients		
Supervisor		
Follow Through -Keeps you informed: when a task is finished, when a task will need to be finished by another employee, when they will come back to finish the task.		
Staff/Co-wrokers		
Clients		
Supervisor		
Cooperation -Willing to compromise and resolve disagreements (capable of hearing, processing, and evaluating others' point of view).		
Staff/Co-workers		
Clients		
Supervisor		

Additional Comments

I have reviewed this employee's job performance in good faith, using the best information available to me.

Evaluator Signature

Position Title

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Is any action being taken to help this employee improve his/her performance?

Please specify:

Employee Name: _____

Employee's Comments

I acknowledge that I have reviewed this performance review. My signature indicates that I have been advised of my performance status and does not necessarily imply that I agree with this evaluation.

Employee Signature

Date

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