Student Employee Performance Evaluation

Name: _____ **Supervisor:** _____

Date of Review: _____ **Department:**

Instructions: For each performance category, rate the student employee on a scale from 1 to 5, with 1 being the lowest and 5 being the highest performance level. If possible, provide specific examples and comments to support your ratings. Aim to acknowledge strengths as well as identify areas for professional growth.

Reliability (Punctuality, Time Management, Prioritization)

Choose the number with the most appropriate description.

- **1** ◉ Regularly late or absent, often doesn't give notice; consistently fails to manage time effectively, negatively impacting team workflow.
- **2** ○ Occasionally late or absent, often with notice; shows some difficulty in managing time or prioritizing tasks, with some impact on team operations.
- **3** ○ Generally meets expectations for punctuality and time management but may require occasional reminders.
- **4** ○ Reliable in attendance and punctuality; manages time well and meets deadlines consistently.
- **5** ○ Exemplifies outstanding reliability; exceptional time management and prioritization that enhances team productivity.

COMMENTS:

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Work Quality (Accuracy, Thoroughness, Critical Thinking)

Choose the number with the most appropriate description.

1 ◉ Work frequently requires correction; lacks attention to detail and critical analysis.

2 ○ Work occasionally needs improvement; demonstrates some attention to detail and critical thinking.

3 ○ Work meets quality expectations with occasional errors; displays a willingness to improve and apply feedback.

4 ○ Consistently produces high-quality work with rare errors; demonstrates thorough analysis and thoughtful solutions.

5 ○ Produces exceptional work that surpasses expectations; shows remarkable attention to detail and consistently applies critical thinking to all tasks.

COMMENTS:

Communication (Effectiveness, Active Listening, Adaptability)

Choose the number with the most appropriate description.

1 ◉ Struggles with clear communication; frequently misinterprets messages or instructions, leading to misunderstandings.

2 ○ Communicates effectively at times but may require clarification; occasionally misinterprets information.

3 ○ Generally communicates clearly and listens effectively; adapts communication style to audience with some success.

4 ○ Communicates with clarity and purpose; actively listens and effectively adapts to different communicative contexts.

5 ○ Outstanding communicator; excels in conveying complex ideas succinctly and tailors communication to various audiences expertly.

COMMENTS:

Initiative (Independence, Proactivity, Learning Orientation)

Choose the number with the most appropriate description.

1 ◉ Shows little to no initiative; depends heavily on others for direction and motivation.

2 ○ Sometimes takes initiative but lacks consistent drive; requires external motivation to seek learning opportunities.

3 ○ Demonstrates initiative when prompted; willing to learn and take on new challenges with encouragement.

4 ○ Frequently takes initiative; seeks opportunities for growth and approaches new challenges proactively.

5 ○ Constantly demonstrates exceptional initiative; independently seeks out learning opportunities and leads by example in challenging situations.

COMMENTS:

Professionalism (Ethical Conduct, Accountability, Demeanor)

Choose the number with the most appropriate description.

1 ◉ Often behaves unprofessionally; struggles with understanding and applying ethical standards in the workplace.

2 ○ Displays professional behavior inconsistently; requires guidance to align with ethical standards and accountability.

3 ○ Usually conducts self in a professional manner; occasionally needs reminders to maintain professional standards.

4 ○ Consistently professional and accountable; upholds high ethical standards and serves as a role model for peers.

5 ○ Exemplary professional conduct; consistently exceeds expectations in ethical behavior and accountability, and positively influences the workplace culture.

COMMENTS:

Teamwork (Collaboration, Conflict Resolution, Inclusivity)

Choose the number with the most appropriate description.

1 ◉ Rarely collaborates effectively; often creates conflict and displays a lack of regard for including others.

2 ○ Sometimes works well with others but may struggle with effective collaboration or resolving conflicts; occasionally displays inclusive behavior without prompting.

3 ○ Usually collaborates well with the team; is effective at conflict resolution and supports inclusivity.

4 ○ Strong team player; consistently collaborates effectively, actively resolves conflicts, and actively promotes a sense of belongingness in others.

5 ○ Exceptional team member; leads in fostering teamwork, excels in conflict resolution, and champions a sense of belongingness in their workplace.

COMMENTS:

Overall Performance Score Calculation

To calculate the overall performance score, tally the points from each of the six categories. Each category is rated on a scale from 1 to 5, with 1 being the lowest and 5 being the highest performance level.

SCORING GUIDE:

RELIABILITY	(1) / 5 POINTS
WORK QUALITY	(1) / 5 POINTS
COMMUNICATION	(1) / 5 POINTS
INITIATIVE	(1) / 5 POINTS
PROFESSIONALISM	(1) / 5 POINTS
TEAMWORK	(1) / 5 POINTS
AVERAGE SCORE	(1.00) / 5 POINTS

OVERALL PERFORMANCE RATING:

Unsatisfactory (less than 2.00)
Needs significant improvement in most areas.

Improvement Needed (2.00 - 2.99)
Shows potential but requires improvement in several key areas.

Solid Performance (3.00 - 3.99)
Meets expectations; is a solid and dependable team member.

Above Expectations (4.00 - 4.99)
Frequently exceeds expectations and demonstrates high competency.

Outstanding Performance (5)
Exemplifies exceptional performance in all areas.

Joint Review and Acknowledgement

Provide a brief synopsis of the employee's performance, areas of excellence, and recommendations for professional development based on the total score. Next, jointly review this evaluation with the student employee and establish a mutually beneficial understanding of their performance. Record any goals or action plans that arise from this discussion.

EMPLOYEE ACKNOWLEDGEMENT

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____

(I acknowledge that I have discussed this review with my supervisor.)

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