



Evaluation of Student Work Performance

Student Name: _____

Office / Department: _____

Student Job Title: _____

Rating Scale: *E=Excellent G=Good S=Satisfactory P=Poor*

EXPECTATION	RATING	COMMENTS
ATTENDANCE:		
<i>Arrives on time for scheduled work</i>		
<i>Provides advance notice of absence</i>		
ACCOUNTABILITY:		
<i>Completes tasks in a timely manner</i>		
<i>Abides by workplace policies, including dress and safety requirements</i>		
<i>Takes proper care of college facilities and work environment</i>		
TEAMWORK:		
<i>Works to promote combined efforts and action of the department/office</i>		
<i>Understands role within department & completes specific objectives</i>		
INITIATIVE:		
<i>Able to complete tasks without supervision</i>		
<i>Overcomes minor changes and setbacks without problem</i>		
<i>Shows potential and aptitude for leadership roles in the future.</i>		
SKILL DEVELOPMENT:		
<i>Shares skills and knowledge with others in the workplace.</i>		
<i>Seeks opportunities to learn new skills which are important to the workplace.</i>		
<i>Seeks to understand how the job relates to personal development.</i>		
WOULD YOU HIRE THIS STUDENT AGAIN OR RECOMMEND HIM/HER TO ANOTHER OFFICE?	YES NO	

Please complete and return to Erin Quint in the Business Office.

Supervisor's Signature: _____ Date: _____