

# Evaluation of Student Work Performance



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

Office / Department: \_\_\_\_\_

Student Job Title: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Semester: \_\_\_\_\_ Today's Date: \_\_\_\_\_

<b>Attendance</b>				
<b>Expectation</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<i>Regularly arrives on time for scheduled shift</i>				
<i>Provides advance notice of absence</i>				
<b>Accountability</b>				
<b>Expectation</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<i>Completes tasks in a timely manner</i>				
<i>Abides by workplace policies, including dress &amp; safety requirements</i>				
<i>Understands role within department &amp; works collaboratively to complete specific objectives</i>				
<b>Initiative</b>				
<b>Expectation</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<i>Able to complete tasks without supervision</i>				
<i>Shows potential and aptitude for leadership roles in the future</i>				
<i>Shares skills and knowledge with others in the workplace</i>				
<i>Seeks opportunities to learn new skills which are important in the workplace</i>				
<b>Employability</b>				
<b>Expectation</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<i>Would you hire this student again?</i>				
<i>Would you recommend this student to a future employer?</i>				

Please complete and return to Erin Quint in the Business Office