

WORK-STUDY STUDENT EMPLOYEE EVALUATION REPORT

Name of Employee: _____ EmplID: _____

Job Class Description: _____ (SA I-SA VI)

Supervisor: _____ Date: _____ Current Pay Rate: _____

If Merit/Promotion on rating, proposed pay rate: _____ Type of evaluation: Interim _____ Exit _____

Assistant Director Approval: _____ Current GPA: _____

Current Schedule: _____

Please evaluate each employee for each criterion listed below. The evaluation should be discussed with the student.

SKILL	DOES NOT APPLY	SUPERIOR	COMMENDABLE	SATISFACTORY	NEEDS IMPROVEMENT	UNSATISFACTORY
1. Attitude: Pleasant, interested, enthusiastic						
2. Mastery of job skills						
3. Efficiency: Accurate, thorough						
4. Productivity: Produces desired amount of work						
5. Dependability: Fulfills obligations, responsible						
6. Creativity: New ideas, new approaches to problems						
7. Initiative: Self-starter, does work on his/her own						
8. Attendance: Punctual, regular attendance						
9. Working relations: Works well with others, cooperative						
10. Organizational skills						
11. Communication skills: Written						
12. Communication skills: Oral						
13. Leadership abilities: Supervisory Skills						
14. Integrity: Trustworthy						
15. Other:						
16. Other:						
17. Other:						
18. Other:						
19. Other:						
20. Overall Job Performance:						

Please circle the action recommended:

Superior
retain with
merit/promotion
2 step increase

Commendable/Satisfactory
retain with satisfaction
1 step increase

Needs improvement
retain needing
improvement attach
corrective action sheet

Unsatisfactory
termination

