

University of Colorado Boulder
STUDENT EMPLOYEE EVALUATION

Employee: _____ EmplID: _____

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

Evaluation: Interim / Exit Date: _____ Recommending Pay Increase: Y / N

Current Pay Rate: _____ Recommended Pay Increase Rate: _____

Please evaluate each employee for each criterion listed below.

	SUPERIOR	SATISFACTORY	NEEDS IMPROVEMENT	UNSATISFACTORY	DOES NOT APPLY
CHARACTER:					
Maintains positive, pleasant, interested and enthusiastic attitude					
Shows initiative and does work on his/her own					
Is respectful of others					
Is creative and offers new suggestions to problems					
Demonstrates professionalism					
Is a team player					
Other:					
Other:					
INTERPERSONAL SKILLS:					
Written communication skills					
Oral communication skills					
Works well with others					
Uses language and humor appropriately					
Other:					
Other:					
ACCOUNTABILITY & RESPONSIBILITY:					
Maintains a clean space					
Respectfully and responsibly calls in when late and sick					
Attends all mandatory trainings and meetings					
Approves Kronos on time and has minimal missed punches					

	SUPERIOR	SATISFACTORY	NEEDS IMPROVEMENT	UNSATISFACTORY	DOES NOT APPLY
Submits requests for time-off/vacation/schedule changes in a timely and respectful manner					
Adheres to Office and University Security Policies					
Respects private information					
Uses office equipment and supplies responsibly					
Adheres to office policies					
Punctual attendance					
Adheres to the dress code					
Adheres to the lunch policy					
Adheres to the four office standards: compliant, professional, accessible and proactive					
Other:					
Other:					
JOB PERFORMANCE:					
Demonstrates mastery of job					
Produces desired amount of work in a timely manner					
Accurate, thorough, makes minimal errors and is quick to find and correct them.					
Pays attention to detail					
Is organized					
Demonstrates increasing job knowledge					
Demonstrates exceptional customer service					
Excels as a supervisor					
Other:					
Other:					
MISCELLANEOUS:					
Other:					
Other:					
Other:					
Other:					
Overall Job Performance:					

