



Student Employee Job Performance Assessment

Semester for Review: _____

Our goal for supervisors and students is to have a positive work study experience that benefits both parties involved. The purpose of this assessment is to promote a sense of accomplishment and/or give constructive suggestions for future improvement. This assessment is to be completed at the end of each semester of employment, and based on the results, will determine if future employment would be advantageous for both parties.

Student Employee: _____ Tech ID: _____

Supervisor: _____ Title: _____

Please assess the above named student employee in regard to the following characteristics/statements using the following ratings:

- 1 = Unsatisfactory
- 2 = Needs Improvement
- 3 = Satisfactory
- 4 = Above Average
- 5 = Outstanding

Characteristic	Rating	Recommendation(s) for Improvement
Attendance (reports for work on time, rarely requests changes to work schedule, is rarely absent, notifies supervisor in advance of necessary absence)		
Works Neatly (leaves work area tidy after a job, sufficiently completes any maintenance required)		
Completes assignments in a timely manner and when asked (focuses on job duties as opposed to personal, completes assignments/ tasks on time)		
Customer Service (courteous, helpful, and approachable to customers, staff, and faculty)		

Student Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____