

University of Wisconsin Superior: Student Employee Evaluation

Student's Name: _____ Student ID: _____
Job Title: _____
Evaluation: <i>Annual: Spring 20</i> _____ <i>Final: 20</i> _____
<ul style="list-style-type: none"> • Final Evaluation's should be completed if the student employee is transferring, graduating, or ending employment after 3 months of employment
Dates of Employment: _____ to: _____

Use the following scale to evaluate this student employee's level of performance:

5 - Exceptional: This employee has displayed outstanding performance in this position. Talents represent a leading role model for other employees to follow.

4 - Exceeds Expectations: This employee has mastered all functions of the position and requires limited supervision. Takes initiative without supervisor's direction and exceeds job requirements.

3 - Meets Expectations: Dependable employee. Routinely performs job duties as required by supervisor. Requires normal supervision. No improvements necessary to meet job requirements.

2 - Below Expectations: Employee does not fulfill all requirements or expectations specified on the position description. Improvement Needed.

1 - Does Not Meet Expectations: Constant supervision necessary. Does not meet some or all job requirements. Presents behavior counter-productive to the organizational objectives. Improvements are necessary to meet job requirements.

Performance & Job Skills:

Rating		Rating	
	Job Knowledge: familiarity with position, procedures, and services of the department; understands aspects of the required work		Interactions: ability to work well with others, including supervisors, co-workers, and customers; effectively manages conflict
	Communication Skills: clear, effective, and professional communication adapted for audience; includes phone, electronic, and in-person		Foster Diversity: respectful and open to different opinions and ideas; works to create an inclusive work environment through actions and words
	Work Ethic: ability to complete tasks accurately in a timely manner following procedures; attention to detail; persistence		Professionalism: represents department appropriately in behavior and dress; adheres to confidentiality
	Initiative: self-starter; suggests ideas for improving procedures; identifies and reports job-related problems; need no follow up; high motivation; desire to learn new skills		Continuous Improvement: ability to respond to suggestions and implement feedback to make positive changes; willingness to ask for further training or help
	Dependability: shows up on time and prepared; observes attendance policy; can be relied upon to fulfill responsibilities		Attitude: positive energy and enthusiasm; conscientious; ability to adapt and cope in unanticipated and/or difficult situations
	Decision Making: ability to make sound decisions; sets priorities and manages time effectively		

Student Employment

Old Main 110, Belknap & Catlin, PO Box 2000, Superior WI 54880-4500 Phone: 715-394-8202 Fax: 715-394-8027

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SUPERVISOR COMMENTS:

STUDENT'S COMMENTS:

Supervisor's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Performance Base Wage-Rate Increase – To be completed by the Supervisor:

I, _____ acknowledge and implement a \$.25/hour raise based on the performance of the student employee of this evaluation.

Supervisor's Signature: _____ Date: _____

Date raise should be implemented: _____

Office Use Only

Date entered: _____

Effective Date: _____

Entered by: _____

Student Employment