

UW- Superior Student Employee Evaluation

Please refer to the Student Employee Handbook in regards to the purpose of this evaluation.

Student's Name: _____	Job Title: _____
Evaluation: <i>Annual</i> _____ <i>Final</i> _____ Evaluation Date: _____	
Dates of Employment: _____ to: _____	
Student ID: _____	

Please 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		

SUPERVISOR COMMENTS:

STUDENT'S COMMENTS:

Supervisor's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

STUDENT EMPLOYMENT