

## UW- Superior Student Employee Evaluation

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

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

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