

# Student Employee Evaluation Form

Student Employee:	Evaluation Period:
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Brief Job Responsibilities:
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1=Unacceptable      2=Needs Improvement      3=Satisfactory      4=Good      5= Excellent

Performance Factors	1	2	3	4	5	Comments
<b>Punctuality &amp; Work Schedule:</b> Ready for work at scheduled time, staying for entire shift, communicating with supervisor if issues arise that affect work hours						
<b>Critical Thinking &amp; Problem-Solving:</b> Uses sound reasoning to analyze issues, make decisions and overcome problems.						
<b>Initiative:</b> Asking staff if things need to be done, seeing things that can be done and completing them.						
<b>Customer Service:</b> Assists customers in a friendly, knowledgeable, professional manner. Remains poised in difficult situations.						
<b>Communication:</b> Uses appropriate and effective communication with supervisor, staff, peers, and constituents of the WVU CSC. Email communication to staff is professional.						
<b>Following Office Policies:</b> Follows CSC student worker dress code. Comply with University tobacco and drug policies. Respectful of visitor and phone policy.						
<b>Office Knowledge:</b> Knowing service areas, staff members, and basics of the office. Actively working to learn new information.						
<b>Leadership:</b> Demonstrates leadership skills. Sees opportunities for enhancement and addresses with staff. Takes ownership of projects assigned. Serves as a positive example to other student employees.						

## Additional Performance Factors

Strengths	Improvement Areas

*To be completed with student employee*

<b>Career Goals</b>	
<b>Skills to develop</b>	
<b>Most meaningful work experience</b>	

**Goals** \*To be determined by student employee & supervisor

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**Comments**

Student Employee	Supervisor

Evaluator Signature:	Date:
Student Employee Signature*:	Date:

\*Student employee signature indicated evaluation was conducted, not necessarily agreement to evaluation.