## SAMPLE

## **Student Employee 30-Day and Yearly Evaluation Form**

Name:	Evaluation Period:
O=Outst	anding AB=Above Average S=Satisfactory NI=Needs Improvement U=Unacceptable
1.	Attendance: (Reliability: On-time, proper use of sub list, minimal last minute calls)
2.	Customer Service:  (Displays helpful attitude and discretion toward students while working)
3.	Job Knowledge:  (Demonstrates knowledge of each position worked)
4.	Job Quality: (Consistent, works at reasonable pace, does not need to be asked to re-do tasks)
5.	Initiative:  (Willing and capable of learning skills, eager to perform tasks when current assignment is complete, works with supervisor and strives to do more than expected)
6.	Attitude: (Follows instructions, does not argue, complain or mope when given task, checks with supervisor before leaving work site, follows handbook policies)
7.	Appearance: (Presents a clean and professional appearance)
Co	omments:
Studen	nt Signature Supervisor