Park University

Student Employment Evaluation

Name: _____ Dept.: _____

Student ID#: _____ Session: _____

Effectiveness Checklist	Fails to Meet Expectations	Meets Expectations	Consistently Exceeds Expectation
Is Punctual			
Gives advance notice of absences			
Completes job assignment			
Displays initiative (self-starter)			
Is a dependable worker			
Uses time wisely			
Works well with co-workers			
Is not wasteful, care of equipment			
Is respectful to those served			
Uses effective communication skills			
Complies with department rules example: dress, procedures, confidentiality			
Applies organizational skills			
Computer skills (if applicable)			

Improvement Checklist			
Shows interest in improvement			
Finds new approaches to work			
Continually improves on job skills			

Student Comments:

Student Signature: _____ Date: _____

By signing this I acknowledge receipt of this evaluation

Supervisor Comments:

Supervisor Signature: _____ Date: _____