

Mount St. Mary's College
Student Employee Evaluation

Name: _____ Date: _____

Department: _____ Supervisor: _____

Student Job Title: _____

Current Duties:

How well are those duties being performed?

How would you rate the following?

1= Unsatisfactory (Action Plan Required) 2= Developing 3= Proficient 4=Exceptional
Please check the SRS for a more detailed rating system.

Communication ____ Punctuality ____ Attendance ____ Initiative ____

Appearance ____ Attitude ____ Job Knowledge ____ Cooperation ____

Accuracy ____ Interest in Job ____

Additional Comments or Explanation for any of the above:

Supervisor's Signature: _____

I certify that this evaluation has been discussed with me. I understand my signature does not necessarily indicate agreement.

Student Signature: _____

SRS (Supervisor Rating Scale)

Communication:

1	2	3	4
Is nervous when speaking in front of people	Is nervous when speaking in front of people and freezes up	Speaks in front of people with some trouble	Speaks well in front of people.
Trouble with written communication	Written documents have some grammatical errors	Prepares effective written documents	Effective written documents with no errors
Avoids interacting with people	Gets nervous when interacting with people	Interacts well with people	Enjoys interacting with people

Punctuality:

1	2	3	4
Is always late to work	Is sometimes late to work	Is rarely late to work	Is never late to work
Gives no notification of why she/he is late	Sometimes notifies of the reason for the tardiness	Informs me of the reason for the tardiness before being late	Always informs me that he/she will be arriving late

Attendance:

1	2	3	4
Misses scheduled work often	Sometimes misses scheduled work	Rarely misses scheduled work	Never misses scheduled work
No notification of why he/she is missed work	Sometimes notifies ahead of time before missing work	Often notifies ahead of time for missing work	Always notifies before missing work

Initiative:

1	2	3	4
Never initiates a project on their own	Sometimes initiates a project on their own	Often initiates a project on their own	Always initiates a project on their own
Has to be told what to do at all times	Sometimes has to be told what to do	Rarely has to be told what to do	Never has to be told what to do

Appearance:

1	2	3	4
Consistently does not come to work dressed appropriately	Forgets to wear appropriate work clothing	Often arrives to work dressed appropriately	Always arrives to work dressed appropriately
Does not maintain a positive image	Often does not maintain a positive image	Maintains a positive image	Maintains a positive image in all aspects

Attitude:

1	2	3	4
Very often complains of job duties	Often complains of job duties	Rarely complains of job duties	Never complains of job duties
Not very pleasant to work with	Sometimes is pleasant to work with	Is often very pleasant to work with	Is always a pleasant to work with

Job Knowledge:

1	2	3	4
Does not know how to perform basic routine duties	Sometimes has a hard time performing basic duties	Rarely forgets how to perform basic duties	Can always perform basic duties
Can never find information on their own	Rarely can find information on their own	May sometimes find information on their own	Knows where to find information on their own
Always needs a supervisors help when performing any given task	May sometimes require supervisor help	Rarely requires supervisor help	Does not require a supervisor to perform the job well.

Cooperation:

1	2	3	4
Is never willing to cooperate with other students	Sometimes is willing to cooperate with other students	Rarely complains about cooperating with other students	Is always willing to work with other students
Does not get along with other employees	Gets along with some employees well	Gets along with most employees well	Gets along with all employees well

Accuracy:

1	2	3	4
Duties are performed poorly	Duties are sometimes performed poorly	Duties are rarely performed poorly	Duties are never performed poorly
Sloppy or unfinished work	Sometimes may have sloppy or unfinished work	Rarely has sloppy or unfinished work	Always has outstanding work never unfinished or sloppy
Work is never done in a timely fashion	Work often is not done in a timely fashion	Work is done in a timely fashion most of the time	Work is always done in a timely fashion

Interest in Job:

1	2	3	4
Does not seem to enjoy working here	Can sometimes enjoy working here	For the most part enjoys working here	Enjoys working here
Does not show interest in wanting to learn	Sometimes show interest in wanting to learn more	May often times want to learn more	Is always willing to learn more