



HARVARD STUDENT EMPLOYMENT OFFICE

STUDENT EMPLOYEE PERFORMANCE REVIEW

The performance review is optional and can be used for all student workers.

Student's Name: _____ Job Title: _____

Supervisor's Name: _____

Department's Name: _____

Rate the student in the following categories, making specific comments in each area, if necessary.

1 = Poor (needs improvement)

2 = Average (meets job expectations)

3 = Good (always meets, occasionally exceeds, job expectations)

4 = Excellent (regularly exceeds expectations)

Rating

_____ **Job Knowledge and Skills:** Understands duties, responsibilities, and has the level of proficiency required to accomplish work. Consider also the student's interpersonal and communication skills.

_____ **Quality of Work:** Demonstrates accuracy, thoroughness, and reliability in accomplishing assigned work.

_____ **Dependability:** Extent to which student can be counted on to carry out instructions and fulfill job responsibilities accurately and efficiently. Consider also the student's attendance and punctuality.

_____ **Work Attitude and Cooperation:** Extent to which student demonstrates a positive attitude, and promotes cooperation with supervisor and office staff. Respectful of confidentiality.

_____ **Initiative:** Ability to be self-directed, efficient, creative, and resourceful. Assumes extra work on own initiative, adapts quickly to new responsibilities.

Areas Needing Improvement: List areas where improvement can be made.



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Overall Evaluation: Consider the student's total job performance and overall contribution during the evaluation period.

Check One: Needs Improvement
 Meets job expectation
 Always meets, occasionally exceeds job expectations
 Regularly exceeds job expectations

Student's Comments:

Student's Comments (optional): Do you agree with this appraisal of your performance? What changes in your work situation, or additional training, would help improve your job performance?

Required Signatures:

*Student: _____ Date: _____

Supervisor: _____ Date: _____

* My signature indicates that the Student Employee Performance Review has been reviewed with me, and I have received a copy.