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.
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.