

# STUDENT EMPLOYEE EVALUATION FORM

<b>Student Name:</b>	<b>A#:</b>
<b>Job Title:</b>	<b>Department:</b>
<b>Supervisor Name:</b>	<b>Semester:</b>

Evaluate the student according to the following criteria, offering comments where appropriate:

Exceptional = 5	Very Good = 4	Satisfactory = 3	Below Average = 2	Unsatisfactory = 1
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Competencies	Rating
<b>Knowledge and Skills:</b> Student demonstrates working level of skill/knowledge relevant to position and applies professional and technical expertise to best meet department/area needs.	
<b>Punctuality:</b> Student conforms to work schedule, dependable, arrives at work promptly and keeps supervisor advised of schedule changes.	
<b>Work Ethic:</b> Student demonstrates personal accountability and effective work habits.	
<b>Quality and Quantity of Work:</b> Works effectively and efficiently. Able to meet deadlines and accomplish multiple tasks with accuracy and thoroughness.	
<b>Customer Service:</b> Ability to conduct self in a dignified, businesslike manner. Insures that department and university are accurately and positively portrayed.	
<b>Written/Oral Communication:</b> Student expresses thoughts and ideas clearly and effectively in written and oral form to all constituents.	
<b>Initiative:</b> Interest in assuming added responsibilities, asks for work if not assigned and is able to work independently.	
<b>Relationships with Others:</b> Student is tactful, diplomatic, and maintains good working relationships with co-workers, supervisor, faculty and staff.	
<b>Adaptability:</b> Ability to multitask work, activities, plans, etc. to accommodate changes.	
<b>Overall Contribution:</b> Student contributes overall to improving the office/department.	
<b>45 – 50 = Excelling in Position</b> <b>35 – 44 = Good Standing</b> <b>25 – 34 = Satisfactory</b> <b>15 – 24 = Below Average</b> <b>10 – 14 = Unsatisfactory</b>	
<b>Total Rating</b>	

Discuss the evaluation with the student and sign below. Provide a copy to the student, retain a copy for your files and submit the original to the student employment center for their personnel file by email: [sec@alcorn.edu](mailto:sec@alcorn.edu)

<b>Student Employee Signature:</b>	<b>Date:</b>
<b>Supervisor Signature:</b>	<b>Date:</b>

EEO Statement:

Alcorn State University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or other factors prohibited by law in any of its educational programs, activities, services, admissions, or employment practices.