

# Performance Evaluation



## STUDENT EMPLOYEE INFORMATION

Student Name:	Supervisor Name:
Student's Job Title:	Department:
Today's Date:	Review Period:

### Steps to Complete a Performance Evaluation

- Establish a schedule for student employee evaluations.
- Prior to evaluation, review the student employee's job description, including specific position responsibilities and requirements.
- Complete this paper evaluation form at the end of the semester. *(Departments may edit this template to ensure the evaluation best represents the position/responsibilities.)*
- Sit down with student employee to review completed evaluation. Constructively highlight strengths and areas for improvement, and discuss future goals. Add comments where necessary.
- Sign your names at the end of the form in agreement of topics discussed and future goals.
- Scan and email to [seol@iit.edu](mailto:seol@iit.edu). Retain a copy for your records and give a copy to the student.

### PERFORMANCE FACTORS: COMPLETED BY STUDENT EMPLOYEE

Student employees, please rate yourself on the following factors.

	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations	Not Applicable
<b>Job Performance</b> Work is accurate, thorough, and acceptable; uses materials and time economically; eager to improve.				
<b>Attitude</b> Is courteous, pleasant, interested; willing to work at difficult or disagreeable tasks; takes instructions and feedback well.				
<b>Dependability</b> Reliable and prompt. Arrives on time. Efficiently completes tasks accurately & thoroughly. Submits timesheets on time.				
<b>Professionalism</b> Dresses appropriately for the position; demonstrates self-control; poised; has ability to make sound decisions.				
<b>Communication</b> Is coherent and articulate. Listens well.				
<b>Cooperation</b> Works in harmony with coworkers and supervisor.				
<b>Confidentiality</b> Maintains strict confidentiality of departmental information.				
<b>OVERALL PERFORMANCE</b>				

### STUDENT COMMENTS FOR SUPERVISOR

What would improve this experience for you?

**PERFORMANCE FACTORS: COMPLETED BY STUDENT SUPERVISOR**

Supervisors, please rate your student employee on the following factors.

	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations	Not Applicable
<b>Job Performance</b> Work is accurate, thorough, and acceptable; uses materials and time economically; eager to improve.				
<b>Attitude</b> Is courteous, pleasant, interested; willing to work at difficult or disagreeable tasks; takes instructions and feedback well.				
<b>Dependability</b> Reliable and prompt. Arrives on time. Efficiently completes tasks accurately & thoroughly. Submits timesheets on time.				
<b>Professionalism</b> Dresses appropriately for the position; demonstrates self-control; poised; has ability to make sound decisions.				
<b>Communication</b> Is coherent and articulate. Listens well.				
<b>Cooperation</b> Works in harmony with coworkers and supervisor.				
<b>Confidentiality</b> Maintains strict confidentiality of departmental information.				
<b>OVERALL PERFORMANCE</b>				

**DISCUSSION AND COMMENTS**

Please use this area for notes and comments from your discussion with the student employee.

**Strengths:****Areas for Improvement:****Future Goals/Other:****SIGNATURES**

Your signature verifies that you completed this evaluation and met in person for a review.

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

Scan completed evaluations and email to [seo1@iit.edu](mailto:seo1@iit.edu). Include the department and supervisor name in the email.