



Career Services

ORAL ROBERTS UNIVERSITY STUDENT EMPLOYMENT PERFORMANCE EVALUATION

Student's Name: _____ Z#: _____

Department: _____ Job Title: _____

Date of Evaluation: _____

The purpose of the Student Employment Performance Evaluation is to facilitate communication between the student employee and supervisor. It is designed to provide constructive feedback to the student employee on their work performance. Supplying responses in the *Comments* section helps maximize the employment experience for both student employee and supervisor.

Please use the following rating scale to evaluate this student employee's level of performance: 4 – Exceptional 3 – Commendable 2 – Competent 1 – Inadequate (If an area does not apply to this student's job, mark "N/A" in the RATING column.)		RATING
Dependability – adheres to established work schedule, notifies supervisor if late, makes up hours if schedule changes are necessary		
<i>Comments</i>		
Attitude – demonstrates positive interest in work assignments; enthusiastically cooperates with other student employees, University staff, and visitors; displays and provides good customer service; accepts corrections/clarifications willingly		
<i>Comments</i>		
Initiative – takes actions necessary to resourcefully accomplish job assignments, seeks additional responsibilities when appropriate, suggests improvements to work process if applicable		
<i>Comments</i>		
Judgment – makes sound decisions and/or conclusions relating to work assignments, seeks supplementary resources to complete work assignments if necessary, shares pertinent information about work assignments with supervisor, maintains confidential information		
<i>Comments</i>		
Productivity – works efficiently to timely accomplish tasks/goals, seeks additional work assignments upon completion of primary assignments		
<i>Comments</i>		

Please use the following rating scale to evaluate this student employee's level of performance: 4 – Exceptional 3 – Commendable 2 – Competent 1 – Inadequate (If an area does not apply to this student's job, mark "N/A" in the RATING column.)		RATING
Work Quality – completes work assignments accurately, seeks clarification when necessary, submits work assignments in a neat and organized manner		
<i>Comments</i>		
Job Knowledge – understands and completes work assignments with general instruction and minimal follow-up required, demonstrates skills required to accomplish work assignments, adheres to departmental policies and procedures		
<i>Comments</i>		
Leadership – delegates work assignments to other student workers appropriately, trains other student employees thoroughly, acts as a role model for other student employees		
<i>Comments</i>		

- What skills does the employee need to develop the most? _____

- Additional Supervisor Comments: _____

- Additional Student Employee Comments: _____

By signing below the student's signature does not necessarily indicate that he/she agrees with this evaluation, but it is an acknowledgement that the information contained in this evaluation was discussed sufficiently. This evaluation will be placed in the student's permanent employment record, but it is not part of his/her academic record.

Supervisor's Signature: _____ Date: _____

Student Employee Signature: _____ Date: _____

COPIES: 1. Please give a copy to the student employee. 2. Keep a copy for student employee's departmental file. 3. Forward the original signed copy to Career Services.