



Career Services

## ORAL ROBERTS UNIVERSITY STUDENT EMPLOYEE EVALUATION

Student's Name: \_\_\_\_\_

Z#: \_\_\_\_\_

Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

The purpose of the Student Employment Performance Evaluation is to facilitate communication between student employee and supervisor. It is designed to provide constructive feedback to the student employee on work performance, and thus 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" by the appropriate question)

\_\_\_\_\_ **Dependability** – adheres to established work schedule, notifies supervisor if late, makes up hours if schedule changes are necessary

\_\_\_\_\_ **Attitude** – demonstrates interest in work assignments, cooperates with other student employees and University staff, accepts corrections/clarifications willingly

\_\_\_\_\_ **Adaptability** – willing to adjust schedule and/or work assignments to meet the changing needs of the department, learns new skills to meet changing needs of work assignments

\_\_\_\_\_ **Initiative** – takes actions necessary to accomplish job assignments, seeks additional responsibilities when appropriate, suggests improvements to work process if applicable

\_\_\_\_\_ **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

\_\_\_\_\_ **Productivity** – completes work assignments in a timely manner, seeks additional work assignments upon completion of primary assignments, works quietly and efficiently without engaging in conversations irrelevant to work assignment

\_\_\_\_\_ **Work Quality** – completes work assignments accurately, seeks clarification when necessary, submits work assignment in a neat and organized manner

\_\_\_\_\_ **Job Knowledge** – completes work assignments with general instruction and minimal follow up required, demonstrates skills required for work assignments, adheres to departmental policies and procedures

\_\_\_\_\_ **Leadership** – delegates work assignments to other student workers appropriately, trains other student employees thoroughly, acts as a role model for other student employees

1. What skills does the employee demonstrate on the job? \_\_\_\_\_

\_\_\_\_\_

2. What skills does the employee need to develop the most? \_\_\_\_\_

\_\_\_\_\_

3. Additional Supervisor Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Additional Student Employee Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Evaluation Total Score: \_\_\_\_\_ Number of Applicable Questions: \_\_\_\_\_ Average Score: \_\_\_\_\_

By signing below, both supervisor and student employee acknowledge that the information contained in this evaluation was discussed sufficiently. This evaluation will be placed in the student's permanent employment record but is not part of his/her academic record.

Supervisor's Signature: \_\_\_\_\_

Student Employee Signature: \_\_\_\_\_

**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 for Student's Employee file.