



Student Employee Performance Evaluation

Cameron University Human Resources Department

Student Name:	Supervisor Name:
Student ID#:	Department Name:

Directions: Please print clearly. This form will not be returned to your office. Keep a copy for your records and submit the original form to Human Resources. The performance ratings will help you evaluate the student worker in a systematic way and in terms of his/her actual performance. Please follow these guidelines when completing the evaluation portion of this form.

1. Consider only one factor at a time. Study each factor and your requirements for that factor.
2. Comment on any matter you may feel needs further explanation.
3. Consider performance in relation to the performance of other student workers that you have observed in the past.
4. Consider the following Performance Factor Ratings when evaluating the student's performance.

Exceeds: Consistently exceeds the standard expectations of the job. Performance traits may include: Performs special projects, displays and exercises leadership qualities, assists in training other assistants, and/or requires minimal supervision.

Met: Consistently meets the standard expectations of the job. Performs successfully.

Not Met: Does not meet the standard expectations of the job.

5. Total Evaluation: If four or more of the categories have "Not Met" as the ratings, the student is not eligible for immediate rehire and should apply for other employment. If four or more of the categories have "Met" or "Exceeds" the student is eligible for continued employment through the re-hire process.

Performance Factor	Ratings	Performance Factor	Ratings
Job Knowledge and Skills: Demonstrates required level of understanding the purpose and objectives of the job.	Exceeds Met Not Met	Judgment: Displays judgment and discretion required by the job. Seeks advice when appropriate. Uses university equipment professionally (i.e. computers, golf carts, phones).	Exceeds Met Not Met
Attitude and Teamwork: Displays an attitude which positively affects the accomplishment of duties. Works well with others.	Exceeds Met Not Met	Communication Skills: Keeps office appropriately informed. Communicates well orally, written, or by phone, as applicable to the job. Keeps information confidential.	Exceeds Met Not Met
Responsiveness and Dependability: Can be relied upon to carry out job duties. Reacts well to changes in the workload or priorities. Performs effectively with minimal supervision.	Exceeds Met Not Met	Conduct and Attendance: Displays appropriate appearance and conduct within standards of the university. Acceptable attendance and punctuality.	Exceeds Met Not Met
Quantity and Quality of Work: Meets the established terms of the job which includes: amount of work, accuracy, and thoroughness.	Exceeds Met Not Met	Performance Rating Totals: Please total up each Rating for all Performance Factors and enter in box.	Exceeds Met Not Met

Additional Comments: _____

Student's Signature

Date

Supervisor's Signature

Date

THIS FORM MUST BE SUBMITTED TO HUMAN RESOURCES. PLEASE SAVE A COPY FOR YOUR RECORDS.