

EVALUATION OF STUDENT EMPLOYEE

Southern Illinois University

(Submit to Student Employment Services - studentemployment@siu.edu)

Name: Last First Middle Assignment #

Department (Organization) Job

All characteristics may not apply to each student. Therefore, if a category cannot be rated OBJECTIVELY, please select "NOT APPLICABLE". Please rate the student worker's performance in the areas listed, using the rating scale below.

NOTE: There is a section for both the employee and the supervisor to provide a rating.

EE -Exceeds Expectations ME- Meets Expectations NI- Needs Improvement N/A- Not Applicable

Choose one:	Mid-semester evaluation	End of the semester evaluation	Employee Rating	Supervisor Rating
CRITICAL THINKING/PROBLEM SOLVING:	Exercises sound reasoning to analyze issues, makes decisions and overcomes problems. Able to obtain, interpret and use knowledge, facts and data.			
ORAL/WRITTEN COMMUNICATIONS:	Expresses thoughts and ideas clearly and effectively in written and oral form to all constituents.			
TEAMWORK/COLLABORATION:	Builds collaborative relationships with colleagues and customers with diverse backgrounds and viewpoints. Able to work in a team structure and manage conflict.			
INFORMATION TECHNOLOGY APPLICATION:	Uses appropriate technology to accomplish a given task. Able to apply computing skills to solve problems.			
LEADERSHIP:	Leverages the strengths of others to achieve common goals. Uses interpersonal skills to coach and develop others. Able to manage own emotions and those of others. Uses empathy to guide and motivate, organize, prioritize and delegate work.			
PROFESSIONALISM/WORK ETHIC:	Demonstrates personal accountability and effective work habits, e.g., punctuality, productivity, workload management. Understands the impact of non-verbal communication. Demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind. Able to learn from his/her mistakes.			
CAREER MANAGEMENT:	Identifies and articulates skills, strengths, knowledge and experiences relevant to position. Understands how to appropriately self-advocate in the workplace.			
QUALITY AND QUANTITY OF WORK:	Works effectively and efficiently. Able to meet deadlines and accomplish multiple tasks with accuracy and thoroughness.			
CUSTOMER SERVICE:	Insures that department and university are accurately and positively portrayed. Requests are timely and accurate, and response is complete.			
KNOWLEDGE AND SKILLS:	Demonstrates working level of skill/knowledge in area of expertise. Applies professional and technical expertise to best meet department/area needs.			

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Is the attendance of the student employee satisfactory?

Does the student employee adhere to departmental policies?

Would you recommend this student for rehire?

General Comments (includes areas of strength and areas needing improvement) /*Use additional page if necessary/*

Student Employee's Comments (may include employment environment and feedback regarding supervisor): *Use additional page if necessary*

Supervisor Signature: _____ Date: _____

Student Employee Signature: _____ Date: _____