**WMU Student Employee Evaluation Form**

Student Employee’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Evaluation Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

*All characteristics may not apply to each student because of the great diversity in the opportunities for employment: therefore, if a category cannot be rated OBJECTIVELY, please make the comment “NOT OBSERVED/NOT APPLICABLE”.*

*Please rate the student employee’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.*

**1 -Exceeds Expectations 2- Meets Expectations NI- Needs Improvement N/A- Not Observable/Applicable**

|  |  |  |
| --- | --- | --- |
| **Competencies** | **Employee****Rating** | **Supervisor** **Rating**  |
| **QUALITY OF WORK:***Achieves satisfactory results for duties and tasks completed* |  |  |
| **QUANTITY OF WORK:***Works effectively and efficiently; tasks done in a timely manner; handles multiple tasks* |  |  |
| **CUSTOMER SERVICE:***Ensures requests have timely and complete responses* |  |  |
| **RELIABILITY:***Job completion, ability to get things done, conscientiousness* |  |  |
| **KNOWLEDGE AND SKILLS:***Demonstrates working level of skill/knowledge in area of expertise. Applies professional and technical expertise to best meet department/area needs.* |  |  |
| **DEPENDABILITY:***Punctual and reliable in attendance; completes assigned duties and tasks* |  |  |
| **PROFESSIONALISM:***Interacts will with others in the office; conducts him/herself professionally* |  |  |
| **INITIATIVE:***Interest in assuming added responsibilities* |  |  |
| **LEADERSHIP:***Demonstrates leadership abilities* |  |  |
| **COMMUNICATION:***Exercises solid listening, written, and oral communication skills.* |  |  |

**General Comments** (includes areas of strength and areas needing improvement):

**Employee’s Comments** (may include employment environment and feedback regarding supervisor):

 **Supervisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_
Student Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_**