Shepherd University
Student Employee Performance Evaluation Form

- Supervisors are to evaluate on an annual basis all student employees under their supervision using this Student Employee Performance Evaluation Form.
- Supervisors, please rate student employees on each item, provide summary comments at the end, and sign the form. You may include comments for each item but they are not required. Additional pages may be used if needed.
- Supervisors must review the completed performance evaluation form with each student employee. At that time, the student employee must be given the opportunity to respond in writing, although student employees are not required to comment if they do not want to.
- For student employees who receive any ratings below average, an Improvement Plan must be completed for each deficiency.
- Supervisors are to send each Student Employee Performance Evaluation Form to the Student Employment Office after it has been signed by the student employee, along with an Improvement Plan, if applicable. There they will be added to the student employees' personnel files.

Employee's Name _____ Employee's Title _____

Comments

1. **Quality of Work** (Excellence)
   Poor Fair Average Good Excellent _____
2. **Quantity of Work** (Productivity)
   Poor Fair Average Good Excellent _____
3. **Knowledge of Job** (Proficiency)
   Poor Fair Average Good Excellent _____
4. **Attendance and Punctuality**
   Poor Fair Average Good Excellent _____
5. **Working Relationships** (Civility and Cooperation)
   Poor Fair Average Good Excellent _____
6. **Customer Service** (Students, Colleagues, etc.)
   Poor Fair Average Good Excellent _____
7. **Initiative and Decision Making**
   Poor Fair Average Good Excellent _____
8. **Leadership** (Supervision, Management)
   Poor Fair Average Good Excellent N/A _____

9. Completion of the Goals and Objectives section is optional, at the discretion of supervisors.

Accomplishment of Goals and Objectives Previously Established:
Goals and Objectives for the Coming Year:

10. **Overall Employee Performance** Poor Fair Average Good Excellent

11. **Supervisor's Summary Comments**

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12. **Employee's Response**

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Supervisor's Signature Date

Employee's Signature Date
(To acknowledge receipt of the document)