

**WESTERN ILLINOIS UNIVERSITY  
STUDENT EMPLOYMENT  
STUDENT EMPLOYEE – WORK PERFORMANCE EVALUATION**

Employing departments, should evaluate student employees at the end of each academic year and at the time Student terminates employment with a department. Evaluation forms should be maintained in student personnel files in the department.

Name of Employee: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Employing Department: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Date/ Ending Date: \_\_\_\_\_

If student did not work entire semester/year, please state why employment was terminated.

Appraisal of Student Employee: \_\_\_\_\_

**4-SUPERIOR 3-ABOVE AVERAGE 2-AVERAGE 1-BELOW AVERAGE N-NO EVALUATION**

(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 mark the "No Evaluation" box.)

**PLEASE CHECK APPROPRIATE BOX**

	4	3	2	1	N
<b>QUALITY OF WORK:</b> Ability to do satisfactory work following specified procedures					
<b>QUANTITY OF WORK:</b> Volume of work done in specified time following specified standards					
<b>COMPREHENSION:</b> Knowledge of job, familiarity with procedures of job					
<b>RELIABILITY/DEPENDABILITY:</b> Adherence to work schedule, conscientiousness, punctuality					
<b>ATTITUDE TOWARD WORK:</b> Degree of enthusiasm and willingness with which one performs his/her work					
<b>JUDGEMENT:</b> Ability to make sound decisions					
<b>PROFESSIONALISM:</b> Conducts one's self in a dignified, businesslike manner					
<b>COOPERATION:</b> Ability to work with others in harmony					
<b>INITIATIVE:</b> Interest in assuming added responsibilities					
<b>LEADERSHIP:</b> Qualities of understanding and directing people					

Would you rehire? Yes \_\_\_\_\_ NO \_\_\_\_\_

If not, why not? \_\_\_\_\_

Additional Remarks: \_\_\_\_\_

Date: \_\_\_\_\_

Student Employee's Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Student Supervisor's Signature \_\_\_\_\_

Print Name \_\_\_\_\_