

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