

Brandeis University

Student Employee Performance Evaluation Form

Students Name _____ I.D.#: _____ Class: _____
(last) (first)

Department: _____ Supervisor: _____

Job Title: _____ Employment Dates: _____

Performance Factors: On a scale of 1-4, please indicate how well expectations are being met. (1 = Exceeds Expectations, 2 = Meets Expectations, 3 = Partially Meets Expectations, 4 = Does Not Meet Expectations, NA)

- Attendance----- _____
- Punctuality----- _____
- Interpersonal Skills----- _____
- Motivation/Initiative----- _____
- Ability to Follow Instructions----- _____
- Work Ethic/Attitude----- _____
- Communication Skills----- _____
- Customer Service Skills----- _____
- Adaptability/Flexibility----- _____
- Knowledge of Job Duties----- _____
- Overall Performance----- _____

In what areas does this student employee need improvement?

Supervisor Comments: (include information on any additional special projects):

I have read the above evaluation and retained a copy for my records. (Your signature indicates only that you have read and discussed this performance evaluation with your reviewer. It does not necessarily indicate agreement with its contents.)

Supervisor's Signature Date _____
Student's Signature Date