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

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

In what areas does this student employee need improvement?

☐ Overall Performance
☐ Knowledge of Job Duties
☐ Adaptable/Reliable
☐ Customer Service Skills
☐ Communication Skills
☐ Work Ethic/Attitude
☐ Ability to Follow Instructions
☐ Motivation/Initiative
☐ Interpersonal Skills
☐ Punctuality
☐ Attendance

Performance Ratings: 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)

Date
Student's Signature

Supervisor's Signature

Employee Performance Evaluation Form
Brandies University