

Brandeis University
Student Employee Performance Evaluation Form

Students Name: _____ **I.D.#:** _____ **Class:** _____

Department: _____ **Supervisor:** _____

Job Title: _____ **Employment Dates:** _____

Performance Factors: On a scale of 1-4, please indicate how well expectatinons 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 content(s).

Supervisor's Signature: _____ **Date:** _____ **Student's Signature:** _____ **Date:** _____