Student Evaluation (SAMPLE)

Note: The XXX Office seeks to educate, develop, and assist students in successfully meeting the challenges of the ever-changing work environment. This evaluation tool will provide feedback to our student employees to grow both personally and professionally in the areas of work ethic, responsibility, and work readiness skills. A copy of this evaluation is provided to the students upon hire to ensure understanding of expectations. A review will be completed after one semester, and another evaluation will be performed at the end of one year of employment and yearly thereafter.

Student Name: ___________  Start Date: ____________  Today's Date: ___________

**Brief Job Description:**
(Use their area to identify 1–3 primary functions expected)

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<tbody>
<tr>
<td><strong>Attendance/Punctuality</strong></td>
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<td></td>
</tr>
<tr>
<td>1. Arrives to work on time</td>
<td>1</td>
<td>2</td>
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<tr>
<td>2. Attends work when scheduled or gives timely notification</td>
<td>1</td>
<td>2</td>
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<tr>
<td>3. Remains for entire work period or gives timely notification</td>
<td>1</td>
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**Employee space comments/concerns:**

**Customer Service**
1. Greets students to the XXX in a warm and positive manner | 1 | 2 | 3 |
2. Assists students thoughtfully with resumes and cover letters and provides access to resources on website | 1 | 2 | 3 |
3. Seeks to understand customer needs thoughtfully and carefully before assisting | 1 | 2 | 3 |

**Employee space for comments/concerns:**

**Job Duty/Knowledge of Area**
1. Understands on-line and office resources available and knows how/where to find them | 1 | 2 | 3 |
2. Understands essential duties and performs them | 1 | 2 | 3 |
3. Seeks clarification from appropriate staff when unsure of direction | 1 | 2 | 3 |
4. Is knowledgeable of other resources are on website and across campus to assist | 1 | 2 | 3 |

**Employee space for comments/concerns:**

**Professionalism**
1. Demonstrates professionalism by demeanor on phone and in person | 1 | 2 | 3 |
2. Demonstrates professionalism by dressing appropriately, adhering to code | 1 | 2 | 3 |
3. Exercises judgment when dealing with issues of confidentiality and ethics | 1 | 2 | 3 |
4. Understands visible nature of front office and exhibits restraint from using electronic devices, chatting excessively, and otherwise demonstrating lack of consideration for others | 1 | 2 | 3 |
5. Works as a team with other student employees and permanent staff to get the job done | 1 | 2 | 3 |

**Employee space comments/concerns:**

**Adds Value**
1. Eager to learn new tasks and has a “can do” attitude | 1 | 2 | 3 |
2. Makes suggestions for improvement or solutions to problem areas | 1 | 2 | 3 |
3. Takes initiative in other ways | 1 | 2 | 3 |

**Employee space comments/concerns:**

Student Employee Signature/Date: __________________________________________________________________________