

**STUDENT EMPLOYMENT EVALUATION REPORT**

Name of Employee	CSUID	Years in School
Employing Department	Job Title	Period of Employment
		Pay Rate

**EVALUATION OF STUDENT EMPLOYEE**

4--OUTSTANDING    3--ABOVE AVERAGE    2--AVERAGE    1--BELOW AVERAGE    N.E.--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**

- 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:** JOB COMPLETION, ABILITY TO GET THINGS DONE, AND CONSCIENTIOUSNESS.
- ATTITUDE TOWARD WORK:** DEGREE OF ENTHUSIASM AND WILLINGNESS WITH WHICH ONE PERFORMS HIS/HER WORK.
- JUDGEMENT:** ABILITY TO MAKE SOUND DECISIONS.
- DEPENDIBILITY:** PUNCTUALITY AND RELIABILITY IN ATTENDANCE.
- PROFESSIONALISM:** CONDUCTS HIMSELF/HERSELF IN A DIGNIFIED, BUSINESSLIKE MANNER.
- COOPERATION:** ABILITY TO WORK WITH OTHERS IN HARMONY.
- INITIATIVE:** INTEREST IN ASSUMING ADDED RESPONSIBILITIES.
- POTENTIALITIES:** ABILITY TO IMPROVE ONE'S SELF WITHIN THE JOB SITUATION.
- LEADERSHIP:** QUALITIES OF UNDERSTANDING AND DIRECTING PEOPLE.
- OVERALL EMPLOYEE:** CONSIDER ALL ATTRIBUTES.

4	3	2	1	N.E.

GENERAL COMMENTS: A narrative must be provided if a student is evaluated as outstanding or below average overall.

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(Attach additional sheet if needed)

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 Supervisor Signature

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date