

# Student Employee Work Performance Evaluation/Review

**Student Name:**

**Student ID:**

**Department Name:**

**Manager's Name:**

**Semester(s):**

Fall

Spring

Summer

**Start Date:**

**Ending Date:**

Job Skills	Performance Level <i>(Check on and provide supporting comments)</i>			
<b>Quality of Work Performed</b> <ul style="list-style-type: none"> <li>Completed assignments are accurate</li> <li>Carries out assignment co completion</li> </ul>	Excellent	Good	Satisfactory	Unsatisfactory
	Comments:			
<b>Interest and Attitude Toward Work</b> <ul style="list-style-type: none"> <li>Demonstrates interest and enthusiasm</li> <li>Positive attitude toward learning new skills</li> </ul>	Excellent	Good	Satisfactory	Unsatisfactory
	Comments:			
<b>Knowledge and Use of Required Skills to Perform Job</b> <ul style="list-style-type: none"> <li>Knowledge in using office equipment</li> <li>Understands skills and necessary procedures to perform daily duties</li> </ul>	Excellent	Good	Satisfactory	Unsatisfactory
	Comments:			
<b>Initiative</b> <ul style="list-style-type: none"> <li>Offers ideas/suggestions for work process</li> <li>seeks opportunities to develop new knowledge/skills</li> </ul>	Excellent	Good	Satisfactory	Unsatisfactory
	Comments:			
<b>Productivity</b> <ul style="list-style-type: none"> <li>Amount of work performed is consistent with job expectations</li> </ul>	Excellent	Good	Satisfactory	Unsatisfactory
	Comments:			
<b>Dependability</b> <ul style="list-style-type: none"> <li>Can be counted on to finish assignment and follow through on commitments</li> </ul>	Excellent	Good	Satisfactory	Unsatisfactory
	Comments:			
<b>Interpersonal Communication</b> <ul style="list-style-type: none"> <li>Pleasant personality, ability to effectively communicate with students, co-workers and others served by the office</li> </ul>	Excellent	Good	Satisfactory	Unsatisfactory
	Comments:			
<b>Ability to Work With Others</b> <ul style="list-style-type: none"> <li>Effectively interacts with others in performing daily duties</li> </ul>	Excellent	Good	Satisfactory	Unsatisfactory
	Comments:			

## Student Employee Work Performance Evaluation/Review Continued

Appropriate appearance/Dress for the position • Adheres to office dress code • Dresses appropriately for the job	Excellent	Good	Satisfactory	Unsatisfactory
	Comments:			
Adherence to Office & University Policies & Procedures • Demonstrates adherence to performing duties that are consistent with stated office and CSUS policies	Excellent	Good	Satisfactory	Unsatisfactory
	Comments:			
<b>Overall Evaluation of Work Performance</b>	<b>Excellent</b>	<b>Good</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>

Describe the student employee's strengths:

What skills or work attributes need to be improved:

List at least 2 contributions the student employee has made this semester to the department and/or your team:

**Date Evaluation Conducted:**

**Student Signature :**

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**Supervisor Signature:**

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