

SIMPSON COLLEGE
STUDENT EMPLOYMENT EVALUATION

Evaluation for academic year: 20____ - 20____ or Evaluation for summer: 20____

Name: _____ Student ID # _____ Date: _____

Department: _____ Supervisor: _____

AREAS OF EVALUATION

- 5=consistently demonstrates outstanding performance
- 4=above average employee; often exerts extra effort
- 3=average employee; performs in an acceptable and satisfactory manner
- 2=needs to improve; occasionally does not meet standards required
- 1=performance unacceptable; consistently fails to meet minimum standards

		5	4	3	2	1
Job Knowledge:	Awareness of what to do without constant supervision					
	Knowledge of how to perform duties					
Job Performance:	Organization					
	Accuracy and Quality					
	Speed and Quantity					
	Work Habits (effective use of time)					
Attitude:	Initiative					
	Conformance to operational policies					
	Cooperation with others (co-workers and/or public)					
	Acceptance of supervision					
Reliability:	Consistency of performance					
	Completion of tasks					
	Adherence to work schedule					
	Dependability					

OVERALL RATING: _____ COMMENTS: _____

WORK EXIT INFORMATION

Effective Date: _____ Reason for leaving: _____

Would you rehire this employee? Yes No

If no, why? _____

I have personally completed this evaluation and discussed it with the student.

Supervisor Signature _____ Date _____

I have discussed this evaluation with my supervisor; however, my signature does not indicate agreement with the rating or any attached comments.

Employee Signature _____ Date _____

Copy to Financial Aid, Copy to Supervisor, Copy to Student