College of Engineering

Academic Student Employee Performance Evaluation

To be completed by the academic student employees’ supervisor/manager

Academic Student Employee:

Unit: Supervisor:

Time Frame (MM/DD/YY – MM/DD/YY): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did the academic student employee perform their responsibilities as outlined in their offer letter/job description? Yes No

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Evaluation Factors** | **Superior** | **Very Good** | **Good** | **Fair** | **Poor** | **Comments** |
| Competence (knowledge, skills, and ability to perform assigned  tasks) |  |  |  |  |  |  |
| Initiative (proceeds well on own, completes all assigned work on  time) |  |  |  |  |  |  |
| Ability to learn (learns work  readily, accepts and follows directions) |  |  |  |  |  |  |
| Relationships (cooperativeness,  tact, effectiveness, in working with others) |  |  |  |  |  |  |
| Leadership (ability to assume leadership role in assigned tasks) |  |  |  |  |  |  |
| Creativity (Perceives needs,  originates new ideas) |  |  |  |  |  |  |
| Quality of work (neatness and efficiency with which work  assignments are completed) |  |  |  |  |  |  |
| Quantity of work (amount of  acceptable work employee is capable of producing) |  |  |  |  |  |  |
| Dependability (reliability,  punctuality, attendance) |  |  |  |  |  |  |
| Additional Specific skills,  knowledge or abilities important to the job |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Additional Comments:

Name of Evaluator: Email:

Signature: