



STUDENT EMPLOYMENT EVALUATION FORM

INSTRUCTIONS TO SUPERVISOR – Complete all sections below and evaluate student employee according to criteria listed. Supervisor should discuss evaluation with student and have student sign in the appropriate area shown below. If student is no longer working, supervisor should make an evaluation and indicate under comments that student did not participate in evaluation.

Student Name

M#:

Dept/Office:

**Supervisor
Name:**

Rockville

Germantown

Takoma Park/Silver
Spring

Fall 20__

Spring 20__

Summer 20__

Scale: Superior = 5, Above Average = 4, Average = 3, Below Average = 2, Unsatisfactory = 1, Not Applicable N/A, Unable to Evaluate U/E

ATTITUDE: Enthusiasm, interest, diligence, courtesy, willingness to work at challenging tasks, acceptance of suggestions	
ATTENDANCE: Punctuality, conformity to scheduled hours, notification to supervisor if unable to work	
DEPENDABILITY: Reliability, ability to complete assignments with minimal supervision	
INITIATIVE: Resourcefulness, ability to see things to do	
JUDGMENT: Ability to apply sound judgment	
PERSONAL APPEARANCE: Appropriate for position held	
RELATIONSHIP WITH OTHERS: Maintains tactfulness, diplomacy and good working relationships with co-workers, supervisor's faculty and administrators	
WORK PERFORMANCE: Thoroughness, accuracy, completeness; manner in which student works after receiving instruction	
TOTAL	

Superior = 40-36, Above Average = 35-31, Average =30-21, Below Average = 20-11, Unsatisfactory = 10-5.

POSITION HELD: _____

COMMENTS: (Consider student's skill, strengths, areas which need improvement, suggestions for enhancing strengths, effecting improvements, and recommendations regarding future employment.)

STUDENT: I have participated in this evaluation. If you disagree, outline reasons below.

Agree

Disagree

Student Signature

Date

Supervisor Signature

Date