



UNIVERSITY OF RICHMOND
FOUNDED 1830

UNIVERSITY OF RICHMOND STUDENT EMPLOYMENT PERFORMANCE EVALUATION

Student's Name: _____ **UR ID #:** _____

Department: _____

Job Title: _____ **Date of Evaluation:** _____

Period Covered by This Evaluation: _____

The purpose of the Student Employment Performance Evaluation is to facilitate communication between student employee and supervisor. It is designed to provide constructive feedback to the student employee on work performance, and thus maximize the employment experience for both student employee and supervisor.

Please use the following rating scale to evaluate this student employee's level of performance:

4 – *Exceptional* 3 – *Commendable* 2 – *Competent* 1 – *Inadequate*

(If an area does not apply to this student's job, mark "N/A" by the appropriate question)

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_____ **Dependability** – adheres to established work schedule, notifies supervisor if late, makes up hours if schedule changes are necessary

_____ **Attitude** – demonstrates interest in work assignments, cooperates with other student employees and University staff, accepts corrections/clarifications willingly

_____ **Adaptability** – willing to adjust schedule and/or work assignments to meet the changing needs of the department, learns new skills to meet changing needs of work assignments

_____ **Initiative** – takes actions necessary to accomplish job assignments, seeks additional responsibilities when appropriate, suggests improvements to work process if applicable

_____ **Judgement** – makes sound decisions and/or conclusions relating to work assignments, seeks supplementary resources to complete work assignments if necessary, shares pertinent information about work assignments with supervisor or other student employees

_____ **Productivity** – completes work assignments in a timely manner, seeks additional work assignments upon completion of primary assignments, works quietly and efficiently without engaging in conversations irrelevant to work assignment

_____ **Work Quality** – completes work assignments accurately, seeks clarification when necessary, submits work assignment in a neat and organized manner

_____ **Job Knowledge** – completes work assignments with general instruction and minimal follow up required, demonstrates skills required for work assignments, adheres to departmental policies and procedures

_____ **Leadership** – delegates work assignments to other student workers appropriately, trains other student employees thoroughly, acts as a role model for other student employees

1. How long has the employee worked in current position? _____
2. What skills does the employee demonstrate on the job? _____

3. What skills does the employee need to develop the most? _____

4. Which skills demonstrated on this job can be applied to the employee's future career goals? _____

5. Additional Supervisor Comments: _____

6. Additional Student Employee Comments: _____

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Evaluation Total Score: _____ Number of Applicable Questions: _____ Average Score: _____

By signing below, both supervisor and student employee acknowledge that the information contained in this evaluation was discussed sufficiently. This evaluation will be placed in the student's permanent employment record but is not part of his/her academic record.

Supervisor's Signature: _____

Student Employee Signature: _____