Performance Evaluation Form

Department: ___________________  Supervisor: ___________________

Student: ___________________  Job Title: ___________________

Date Hired: ________________  Date of Review: ________________

Job Duties + Responsibilities:
(List major job duties)

1. _______________________________________________________
2. _______________________________________________________
3. _______________________________________________________
4. _______________________________________________________
5. _______________________________________________________

Check one column for each item. If not applicable, write N/A

<table>
<thead>
<tr>
<th>Item</th>
<th>Exceeds Expectation</th>
<th>Meets Expectations</th>
<th>Does Not Meet Expectations</th>
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</thead>
<tbody>
<tr>
<td>1. Performs duties as required</td>
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<tr>
<td>2. Quality of Work</td>
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<td>3. Interpersonal/Communication Skills</td>
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<td>4. Teamwork Skills</td>
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<td>5. Cooperation/Attitude</td>
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<td>6. Motivation/Initiative</td>
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<td>7. Attendance and Punctuality</td>
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<td>8. Other</td>
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Comments/Action Plan (Optional)

___________________________________________
Supervisor

___________________________________________
Student Employee
Please provide feedback of the most recent hire currently working on your department.

1. The student employee reported to work in a timely manner
   1-Never  2-Sometimes  3-Usually  4-Always

2. The Student employee gave appropriate/time notice of absences from work
   1-Never  2-Sometimes  3-Usually  4-Always

3. The Student employee appropriately prioritized work tasks and personal matters at while at work
   1-Never  2-Sometimes  3-Usually  4-Always

4. The student employee used the computer resources in a professional manner
   1-Never  2-Sometimes  3-Usually  4-Always

5. The Student employee answered telephones with professionalism
   1-Never  2-Sometimes  3-Usually  4-Always

6. The student employee took effective and professional messages from phone call and office visits
   1-Never  2-Sometimes  3-Usually  4-Always

7. Have you encountered a problem with your student employee inaccurately reporting hours work?
   1-Never  2-Sometimes  3-Usually  4-Always