

Student Employee Evaluation Form

1: EMPLOYEE INFORMATION					
Employee		Job ID		Date	
Supervisor		Job Title			
Period of Review	<input type="checkbox"/> Mid-Fall	<input type="checkbox"/> End of Fall	<input type="checkbox"/> Mid-Spring	<input type="checkbox"/> End of Spring	<input type="checkbox"/> Mid-Summer <input type="checkbox"/> End of Summer

2: CORE VALUES		
Performance Measurement	Rating	Comments/Notes/Examples
<u>Professionalism/Work Ethic</u> Reports for work consistently and on time; provides timely notice of need for absence or deviations from schedule	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations	
<u>Quality of Work</u> Work is completed accurately, efficiently, and within deadlines	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations	
<u>Critical Thinking/Problem Solving</u> Makes thoughtful, well-reasoned decisions; exercises good judgment; exhibits resourceful problem-solving	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations	
<u>Leadership</u> Demonstrates initiative; seeks out additional responsibility; identifies challenges & solutions; adjusts to unexpected changes	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations	
<u>Oral/Written Communication</u> Written/verbal communication is clear, organized, & effective; listens and comprehends well	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations	
<u>Teamwork & Cooperation</u> Respectful of and works well with colleagues; contributes to group goal achievement	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations	

3: LEARNING OUTCOMES		
Learning Outcome (from Posting)	Rating	Comments/Notes/Examples
	<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Adequate <input type="checkbox"/> Displays Mastery	
	<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Adequate <input type="checkbox"/> Displays Mastery	
	<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Adequate <input type="checkbox"/> Displays Mastery	
	<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Adequate <input type="checkbox"/> Displays Mastery	

4: ADDITIONAL POSITION-SPECIFIC TASKS AND ATTRIBUTES

Skill Assessment	Rating	Comments/Notes/Examples
	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations	
	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations	
	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations	
	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations	

5: OVERALL EVALUATION

Overall Rating	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations
Rationale for Rating	

6: GOALS FOR FUTURE

Goal 1	
Progress/attainment will be measured by:	
Goal 2	
Progress/attainment will be measured by:	
Goal 3	
Progress/attainment will be measured by:	

7: SIGNATURES

Student Signature		Printed Name	
Supervisor Signature		Printed Name	

Please Note: At minimum, evaluations should be completed at the end of each semester of employment. Completed evaluations should be sent to studentemployment@vanderbilt.edu