

# Student Employee Evaluation

Carleton College  
Student Financial Services  
Henry House

Student Name \_\_\_\_\_ Class Year \_\_\_\_\_ Position \_\_\_\_\_

Department \_\_\_\_\_ Supervisor \_\_\_\_\_ Review Period \_\_\_\_\_

**Job Duties/Expectations**

Evaluate the student's execution of the above job duties in terms of the following categories, with 1 representing unacceptable performance and 5 representing excellent performance. For all ratings of 1 or 2, a detailed comment **must** be provided to outline reasons for the rating and specific goals for improvement.

	n/a	1	2	3	4	5	Comments
<b>Communication</b> <i>Demonstrates effective written and verbal communication skills with coworkers, supervisor(s), campus community, and guests.</i>							
<b>Job Skills</b> <i>Learns quickly, adapts to changes, displays mastery of job procedures.</i>							
<b>Productivity</b> <i>Delivers consistently high quality work in a timely manner.</i>							
<b>Attitude</b> <i>Has a positive presence in the workplace, shows interest and enthusiasm, accepts and responds to feedback.</i>							
<b>Initiative</b> <i>Demonstrates self-motivation, seeks out additional opportunities for work, actively develops new ideas.</i>							
<b>Leadership</b> <i>Facilitates group dynamics and acts as a positive role model in the workplace.</i>							
<b>Judgment</b> <i>Prioritizes tasks effectively, makes rational decisions with minimal supervision, seeks guidance when appropriate.</i>							
<b>Professionalism</b> <i>Maintains appropriate conduct, attire, and confidentiality at all times.</i>							
<b>OVERALL PERFORMANCE:</b>							

**Overall Assessment:** Describe key student strengths, expand on comments from above, and suggest strategies for improvement. Feel free to mention any exceptional accomplishments, etc. from the review period.

I agree that this can be shared with potential employers at Carleton

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Note: Student signature indicates only that you have reviewed this evaluation with your supervisor; it does not necessarily constitute agreement with it.