

LONGWOOD UNIVERSITY STUDENT EMPLOYMENT PROGRAM
Student Employee Performance Evaluation

Student Name _____

LU ID Number _____

Job Title _____

Department _____

The purpose of the Student Employee Performance Evaluation is to facilitate communication between the student employee and the supervisor; it is designed to provide constructive feedback to the student employee on work performance, thus maximizing the employment experience for both the student and the department.

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

5--Outstanding 4--Above Average 3--Average 2--Unsatisfactory 1--Not applicable

Rating		Rating	
	Job Knowledge: familiarity with job procedures and services of department		Judgement: ability to make sound decisions
	Communication skills: phone and in person with co-workers, supervisors, others		Attitude: Enthusiasm, energy, willingness to work, relation to others, pleasant, positive
	Quality of work: ability to do satisfactory work following specified procedures		Cooperation: ability to work well with supervisors and co-workers, teamwork
	Initiative: willing to assume responsibility; works independently, self-starter		Continuous Improvement: ability to respond to suggestions, feedback
	Dependability: punctuality, notification of absences, flexibility		Professionalism: maturity, business-like demeanor, appropriate dress; confidentiality

Please list and evaluate skills specific to this position:

Rating	Trait or Skill	Rating	Trait or Skill

Strengths:

Goals for improvement:

Supervisor's Comments:

Supervisor's Signature _____ Date _____

Student's Comments:

Student's Signature _____ Date _____

Copy of this evaluation should be given to the student . Supervisor keeps original document in the student employee department file

STUDENT EMPLOYEE PERFORMANCE EVALUATION PROCEDURES

1. I chosen do performance evaluations as needed but no later than the end of a semester or academic year.
2. Share the evaluation with the student worker in a planned, formal setting. This will give both you and the student an opportunity to address issues that may be difficult to discuss in the normal work setting.
3. Use the **COMMENTS** section for addressing specific job related issues or skills that need improving.
4. Have the student worker read and sign the form. Give the student worker a copy of the evaluation.
5. Keep completed evaluations in personnel files. Forward original to the Student Employment Office. These records will be useful when student workers request references for future employment.

***Always keep student personnel files CONFIDENTIAL. Never release a copy of this evaluation without a consent form signed by the student.*

Original Department Copy - Do not send to Student Employment Office

For additional information concerning student employment, contact:

Student Employment Office
Brock Hall, Suite 202A
434.395.2944
studentemployment@longwood.edu