

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

*Copies of this evaluation should be given to the student and the supervisor; forward original to the Student Employment Office to be placed in the employee's personnel file.*

## **STUDENT EMPLOYEE PERFORMANCE EVALUATION PROCEDURES**

1. Schedule regular performance evaluations as needed but no later than the end of each semester.
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. If the student receives a **2** on any of the criteria, use the comment section to note the need for additional counseling, training, etc.
4. Have the student worker read and sign the form. Give the student worker a copy of the evaluation.
5. Photocopy and 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.*

For additional information concerning student employment, contact:

Nadine Garrett, Student Employment Manager  
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