**STUDENT EVALUATION FORM**

|  |  |  |
| --- | --- | --- |
| **Competencies** | **Employee**  **Rating** | **Supervisor**  **Rating** |
| **Quality Of Work:** Achieves satisfactory results for duties and tasks completed.  **Comments:** |  |  |
| **Quantity Of Work:** Works effectively and efficiently; tasks done in a timely manner; handles multiple tasks; demonstrates effective time management.  **Comments:** |  |  |
| **Reliability:** Attendance, punctuality, job completion, ability to get things done,  **Comments:** |  |  |
| **Knowledge And Skills:** Demonstrates working level of skill/knowledge. Applies professional and technical expertise to best meet department/area needs.  **Comments:** |  |  |
| **Professionalism:** Interacts well with others in the office; conducts him/herself professionally; professional appearance; maintains confidentiality  **Comments:** |  |  |
| **Attitude And Initiative:** Interest in assuming added responsibilities, doesn’t argue or complain when given task, checks with supervisor before leaving work site, follows handbook policies.  **Comments:** |  |  |
| **Leadership And Teamwork:** Demonstrates leadership ability; works in a team.  **Comments:** |  |  |
| **Communication:** Exercises solid listening, written, and oral communication skills.  **Comments:** |  |  |