**STUDENT EVALUATION FORM**

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| **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:** |  |  |