

**PITTSBURG STATE UNIVERSITY
STUDENT EMPLOYEE EVALUATION FORM**

STUDENT EMPLOYEE'S NAME _____
 RATING PERIOD FROM: _____ TO _____
 DEPARTMENT NAME _____ JOB TITLE _____

All Characteristics may not apply to each student because of the great diversity in the opportunities of employment; therefore, if a category cannot be rated OBJECTIVELY, please mark the "NOT APPLICABLE" box.

PLEASE CHECK THE APPROPRIATE BOX

4-Superior 3-Above Average 2-Average 1-Below Average N-Not Applicable

	4	3	2	1	N
<u>QUALITY OF WORK:</u> Ability to do satisfactory work following specified procedures					
<u>QUANTITY OF WORK:</u> Volume of work done in specified time following specified standards					
<u>COMPREHENSION:</u> Knowledge of job-familiarity with procedures of job					
<u>RELIABILITY:</u> Job completion, ability to get things done, conscientiousness					
<u>ATTITUDE TOWARD WORK:</u> Degree of enthusiasm and willingness with which one performs					
<u>JUDGEMENT:</u> Ability to make sound decisions					
<u>DEPENDABILITY:</u> Punctuality and reliability in attendance					
<u>PROFESSIONALISM:</u> Conducts oneself in a dignified, business-like manner					
<u>COOPERATION:</u> Ability to work with others in harmony					
<u>INITIATIVE:</u> Interest in assuming added responsibilities					
<u>POTENTIALITIES:</u> Abilities to improve oneself within the job situation					
<u>LEADERSHIP:</u> Qualities of understanding and directing people					
<u>OVERALL RATING:</u> Student's rating overall					

DATE: _____ SIGNATURE OF SUPERVISOR _____

- ____ 1. Initial employment evaluation complete
- ____ 2. 30 day probation
- ____ 3. Removed from probationary status
- ____ 4. To continue probation for 1 month
- ____ 5. Terminated
- ____ 6. Next evaluation scheduled for _____

STUDENT SIGNATURE _____ DATE: _____