

Pittsburg State University
STUDENT EMPLOYEE EVALUATION FORM

NAME _____ POSITION _____

RATING PERIOD FROM: _____ TO _____

Evaluation Scale:

5 – Excellent; consistently above and beyond requirements

4 – Good, often goes beyond stated requirements

3 – Satisfactory, meet requirements

2 – Needs improvement, partially meets requirements

1 – Unsatisfactory, does not meet requirements

	(1) Unsatisfactory	(2) Needs Improvement	(3) Satisfactory	(4) Good	(5) Excellent
Quality of Work:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments _____

Quantity of Work:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments _____

Cooperativeness:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments _____

Attendance/Timeliness:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments _____

Dependability:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments _____

Initiative:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments _____

(1) (2) (3) (4) (5)
Unsatisfactory Needs Improvement Satisfactory Good Excellent

Appearance:

Comments _____

Care of Equipment:

Comments _____

Organization of Work:

Comments _____

Judgment:

Comments _____

Conduct on the Job:

Comments _____

GENERAL RATING: 1-----2-----3-----4-----5

Comments _____

Date: _____ Signature of Supervisor _____

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

Student Employee Acknowledgement of Evaluation
(Acknowledgement does not necessarily agree with rating)

Signature: _____ Date: _____