

Ferris State University Student Employment Office CSS 101

Student Employee Evaluation

I. OVERVIEW: The performance evaluation is an integral part of every employment position. When thoughtful time is invested in the process, evaluations are a valuable tool: 1) in developing the student employee, 2) for the supervisor to provide and receive feedback, and 3) to assist in strengthening the employment environment.

Not only is the evaluation important to the current employment position, but also for future career positions. Every position in the job market has some form of performance evaluation. Employers have performance expectations that need to be met by their employees. It is crucial that an understanding of this process is started early in a student's employment career. By utilizing performance evaluations, students gain an understanding and exposure to what will be expected in the work place after college.

Please share the evaluation with your student employee, requesting her/him to complete it first. Then schedule a time to review and discuss the evaluation.

Name of Employee	Student ID Number	Evaluation Period
Employing Department	Job Title	Pay Rate
		Evaluation Date

II. PERFORMANCE REVIEW: Due to the diversity in employment opportunities, all characteristics may not apply to each student. Please rate the student employee's performance in the areas listed, using the rating scale below.

NOTE: There is a section for both the employee and the supervisor to provide a rating.

EE-Exceeds Expectations OE-Often Exceeds Expectations ME-Meets Expectations NI-Needs Improvement NA-Not Applicable

PLEASE CHECK APPROPRIATE BOX	Employee Rating	Supervisor Rating
Quality of work (ability to satisfactorily perform job duties following specified procedures)		
Quantity of work (volume of work done in specified time following specified standards)		
Job Knowledge (familiarity with procedures of job)		
Reliability/Dependability (ability to get things done, conscientiousness, punctuality and attendance)		
Communication (written/verbal; interpersonal skills; positive interactions with co-workers, supervisor, campus community and guests)		
Initiative/Leadership (takes on additional responsibilities; displays leadership and ownership in the position; provides input to department procedures, as appropriate; exercises discretion in duties)		
Professionalism (conducts her/himself in a dignified, businesslike manner; neatly groomed; wears complete uniform, where applicable)		
Team Work (ability to work with others cooperatively and harmoniously)		

(Please complete next page)

General Comments (includes areas of strength and areas needing improvement):

Employee's Comments (may include employment environment and feedback regarding supervisor):

Goal Setting: Goals should be specific measurable, challenging, and attainable. Goals are not limited to the current work environment or position and should emphasize transferable and lifelong career skills. Please include any specific goals related to management or supervision if these are part of the employee's responsibilities.

Goal _____
Action Steps _____ Target Date _____
Comments(s) _____

Goal _____
Action Steps _____ Target Date _____
Comments(s) _____

Goal _____
Action Steps _____ Target Date _____
Comments(s) _____

Supervisor's Signature _____ Date _____
Employee's Signature _____ Date _____

Signature indicates that the employee has reviewed and discussed the evaluation with the supervisor.

Please send a copy of completed evaluation to Office of Student Employment.