

# 2023-24 MBU Student Employee Performance Evaluation

**Instructions:** Please evaluate the student employee for each criterion shown below. If the section does not apply, or if you lack sufficient information, please check the column "Not Applicable."

## Student Employee Information

Name of Student: MBU ID:	
Department:	Dates of Employment: From: _____ To: _____
Supervisor:	Student's Job Title:
Brief Description of Duties:	

## Performance Factors

Duties	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations	Not Applicable
<b>DEPENDABILITY &amp; COOPERATION</b> Trustworthy, punctual, reliable, responsible; able to work well with fellow employees, supervisor.				
<b>QUALITY OF WORK</b> Work is accurate, thorough, and acceptable; uses materials and time economically; eager to improve.				
<b>WORK PERFORMANCE</b> Has ability to do a comparatively large amount of work of above-average quality; has ability to work under pressure.				
<b>PROFESSIONALISM</b> Dresses appropriately for the position; demonstrates self-control; poised; has ability to make sound decisions.				
<b>ATTITUDE TOWARDS WORK</b> Is courteous, cheerful, interested; willing to work at difficult or disagreeable tasks; takes instructions cheerfully.				
<b>MOTIVATION/INITIATIVE</b> Is motivated to finish work on time or properly; takes initiative to start new tasks, come up with ideas, or finish work creatively.				

## Overall Assessment

Additional Comments (strengths, weaknesses, ways to improve, goals for next semester):
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## Classification level

Exceptional	Successful	Unsuccessful
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## Eligible for rehire

YES	NO	Graduating	Discuss with Student Employment Coordinator
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This evaluation has been explained to me and I understand the contents. I also understand that my signature does not necessarily indicate my agreement with the above evaluation.

Employee Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____