

APPENDIX B

Student Employee Evaluation

Employee	Social Security Number
Employer/Agency/Department	Hire Date
	Period Appraised From _____ To _____

INSTRUCTIONS TO SUPERVISOR

Evaluate student employee according to the criteria listed below. You should discuss the evaluation with the student and have the student indicate agreement/disagreement with the evaluation. If the student disagrees with the evaluation, he/she can explain in the employee comments section. If the student is no longer working, the supervisor should prepare the evaluation and indicate under comments that the student did not participate.

A student can be evaluated on a semester basis or at the end of the academic period. After the form has been completed and reviewed by both the supervisor and employee: 1) make a copy for the employee; 2) make a copy for the SMU Student Employment Office, Box 750181, Dallas, TX 75275; and 3) keep original for your records.

PERFORMANCE FACTORS	<p style="text-align: center;">Rating Key</p> <p style="text-align: center;">1. Below Average 2. Average 3. Above Average 4. Superior 5. Unable to Evaluate</p>
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1. QUALITY AND QUANTITY OF WORK: How accurate and neat is student's work -- does it meet acceptable standards? Are assignments completed on schedule?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">1</td> <td style="width: 20%;">2</td> <td style="width: 20%;">3</td> <td style="width: 20%;">4</td> <td style="width: 20%;">5</td> </tr> <tr> <td style="height: 20px;"> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	1	2	3	4	5					
1	2	3	4	5							
2. DEPENDABILITY: How reliable is individual in performing work assignments and carrying out instructions? How much supervision is required? How responsible is student toward assigned work?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">1</td> <td style="width: 20%;">2</td> <td style="width: 20%;">3</td> <td style="width: 20%;">4</td> <td style="width: 20%;">5</td> </tr> <tr> <td style="height: 20px;"> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	1	2	3	4	5					
1	2	3	4	5							
3. ATTITUDE TOWARDS WORK: Is individual enthusiastic, diligent, interested and a courteous employee? Willing to take on difficult or disagreeable tasks?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">1</td> <td style="width: 20%;">2</td> <td style="width: 20%;">3</td> <td style="width: 20%;">4</td> <td style="width: 20%;">5</td> </tr> <tr> <td style="height: 20px;"> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	1	2	3	4	5					
1	2	3	4	5							

4. RELATIONSHIPS WITH PEOPLE: Does individual work effectively with others (superiors, peers)? Is student tactful and diplomatic when dealing with office patrons/visitors?

1	2	3	4	5

5. INITIATIVE AND RESOURCEFULNESS: Does individual see things to be done and then takes action? Offers suggestions for improved methods of operation? Well organized?

1	2	3	4	5

6. ATTENDANCE AND PUNCTUALITY: How faithful is individual in reporting to work and staying on the job? Student notifies supervisor when unable to report to work?

1	2	3	4	5

7. OVERALL RATING: Considering all the above criteria; rate the overall work performance of the student.

1	2	3	4	5

SUPERVISOR COMMENTS:

STUDENT: I have participated in this evaluation and: (check one)
_____ I **AGREE** with the evaluation.
_____ I **DISAGREE** with the evaluation.

Reasons for disagreement _____

STUDENT COMMENTS:

Supervisor Signature _____ Date _____

Student Signature _____ Date _____