

Student Employee Performance Review

A=Outstanding B=Exceeds expectations C=Meets expectations D=Does not meet expectations

Employee Name: _____ Date of Review: _____

Job Skills	Rating	Comments
1. Telephone Etiquette		
2. Computer Competence		
3. Verbal/Written Communication Skills		
4. Courtesy		
5. Office Demeanor		
6. Information Handling (Confidentiality)		
7. Attendance		
8. Other (describe)		

Professional Demeanor

Job Skills	Rating	Comments
9. Quality of work-produces quality work, completes assignments in a timely manner		
10. Productivity-produces the work expected from the position		
11. Dependability-Faithful in reporting work and remains on task		
12. Initiative-Little direction needed, efficient		
13. Punctuality-Consistently arrives on time; meets agreed upon deadlines		
14. Style of Dress-Dresses appropriately, meets		

department standards for position		
15. Responsibility- Accepts responsibility for actions taken		
16. Positive Image- Serves as a positive representative of the department		
17. Communication- Communicates appropriately with staff & clients		
18. Responsiveness- Demonstrates and inclusive attitude, maintains patience, acts with sincerity		
19. Cooperation- Willing to compromise and resolve disagreements		

Additional Comments (if any):
Employee Comments (if any):
Is any action being taken to help this employee improve his/her performance? Yes No Specify:

I have reviewed this employee's job performance in good faith, using the best information available to me.

Supervisor Signature

Date

I acknowledge that I have reviewed this performance review. My signature indicates that I have been advised of my performance status and does not necessarily imply that I agree with this evaluation.

Employee Signature

Date