

Loyola University Chicago Student Employee Performance Evaluation

Name of Student:	Name of Supervisor:
Name of Site:	Supervisor Title:

PURPOSE: This evaluation will assist in determining the student's professional and personal growth. Your assessment of the student's experience, the attainment of goals, and the professional development achieved over their employment period is valued.

PROCEDURE: Please conduct this evaluation during a meeting between a student employee and the supervising manager. A copy of the completed evaluation should be given to the student and the manager. Please write in the appropriate number 1 through 4 corresponding to the student's performance in each of these areas:

1 = Needs Improvement 2 = Meets Expectations 3 = Exceeds Expectation 4 = N/A

Basic Work Expectations _____

Arrives on time consistently. Informs supervisor and makes arrangements for absences. Reliably completes requested or assigned tasks on time. Completes required hours or days on site. Adheres to site norms about appearance, attire, conduct, language, etc.

Comments:

Knowledge, Skills and Learning _____

Able to apply previously learned knowledge and skills to tasks at the organization. Understands the goals and functions of the organization. Receptive to learning when new information is offered. Actively seeks new information from staff or supervisor. Demonstrates an ability to learn, apply and understand new information.

Comments:

Ethical Awareness and Conduct _____

Knowledgeable of ethical guidelines. Demonstrates awareness and sensitivity to ethical issues. Personal conduct is consistent with ethical standards. Consults with others about ethical issues if necessary.

Comments:

Interpersonal Relations _____

Appears comfortable interacting with clients/customers/staff. Initiates interactions and builds rapport. Communicates effectively and is sensitive and responsive to others' needs. Effectively conveys information and expresses own opinions.

Comments:

Response to Supervision _____

Performs independently without excessive supervision. Actively seeks supervision when necessary. Receptive to feedback and implements suggestions from supervisor. Aware of and willing to further explore personal strengths and weaknesses.

Comments:

Work Productivity _____

Completes required work according to established expectations and schedule. Written and/or verbal reports are accurate, factual, and presented in a professional manner.

Comments:

Overall Evaluation of Employee's Performance:

Shows improvement since last formal appraisal or initial orientation: YES NO N/A

EMPLOYEE RESPONSE

Student Signature

Date

Supervisor Signature

Date