

## Student Employment @ LUC

### Student Employee Performance Evaluation

Student's Name: \_\_\_\_\_

Date \_\_\_\_\_ Job Title: \_\_\_\_\_

Dept./Employer: \_\_\_\_\_

Please use this form to help facilitate a conversation between a student employee and the supervising manager on the topic of the student's performance on the job. When complete, the student should receive this form.

Place a check (√) in the appropriate box.

Performance Evaluation Category	Needs Improvement	Meets Expectations	Exceeds Expectations	N/A	Comment(s)
Performed/ing major duties and objectives as directed					
Performed/ing major duties and objectives with attention to quality					
Performed/ing major duties and objectives to completion					
Performed/ing major duties and objectives on-time					
Performed/ing major duties and objectives with attention to customer service					
Performed team-based duties effectively					

**OVERALL EVALUATION OF EMPLOYEE'S PERFORMANCE:**

Shows improvement since last formal appraisal or initial orientation:

YES  NO  N/A

**EMPLOYEE RESPONSE**

The above evaluation is a fair and accurate appraisal of my job performance

YES  NO

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE