



Student Employee Evaluation

J.O.B.S. Program

Job Opportunities Brought to Students

Employee Name: _____ Year in School: _____

Current Job Title: _____

5 = Superior 4 = Commendable 3 = Satisfactory 2 = Needs Improvement 1 = Unsatisfactory

JOB KNOWLEDGE	SCORE	COMMENTS
Demonstrates necessary skills, determined by student supervisor		
Fulfills job description		
Keeps informed as related to responsibilities		
Applies principles of confidentiality		
JOB EFFECTIVENESS	SCORE	COMMENTS
Demonstrates accurateness and neatness in work		
Works satisfactorily under pressure		
Applies verbal and written communication skills		
Ensures customer service courtesy and accurateness		
ATTITUDE	SCORE	COMMENTS
Works well with team members		
Maintains professional demeanor		
Focuses energy on work		
Meets attendance policy standards		
INITIATIVE	SCORE	COMMENTS
Achieves consistent results using a team approach		
Makes suggestions to improve unit processing, when needed		
Develops skills through training and personal development		
Accepts accountability for job duties		
OTHER	SCORE	COMMENTS

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AVERAGE SCORE IN EACH AREA

JOB KNOWLEDGE _____ JOB EFFECTIVENESS _____ ATTITUDE _____ INITIATIVE _____

TOTAL AGGREGATE POINTS OF AVERAGES _____