

### Student Assistant Employee Evaluation

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

Coyote ID: \_\_\_\_\_

Department/Agency: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Evaluation Period: From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_

5 = Outstanding 4 = Exceeds Expectations 3 = Meets Expectations	2 = Needs Improvement 1 = Fails to Meet Expectations					
		5	4	3	2	1
<b>Quality of Work:</b> Neatness, thoroughness and accuracy of work.						
<b>Knowledge:</b> A clear understanding of the factors connected to the job.						
<b>Attitude:</b> Exhibits enthusiasm and cooperativeness on the job.						
<b>Dependability:</b> Conscientious, thorough, reliable, accurate, with respect to attendance, etc.						
<b>Interpersonal Skills:</b> Willingness and ability to work with others to produce desired goals.						
<b>Communication:</b> Demonstrates effective verbal and written communication skills.						
<b>Comments:</b>						

The supervisor and student employee must both sign below:

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I certify that this evaluation has been discussed with me. My signature does not necessarily indicate that I agree with the evaluation.

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This evaluation represents my assessment of the Student Assistant's performance based upon my observation and review of the student's work.