



HUMAN RESOURCES
MANAGEMENT

STUDENT ASSISTANT EVALUATION

Instructions: At the end of every semester or at least annually, use this form to provide feedback on work performance. You may also use this form to substantiate student pay increases. Evaluations are highly recommended. Completed evaluations should be submitted to [Student Employment Dropbox folder](#).

Student's Name: _____ **Preferred Name:** _____

Job Title: _____ **Student's ID#:** _____

Supervisor's Name _____ **Review Period Dates:** _____ to _____

Department Name: _____

Brief Description of Duties:

	Needs Improvement	Satisfactory	Exceeds Expectations
Productivity: (Overall Performance, Quality of Work, Technology, Critical Thinking)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please explain:			

	Needs Improvement	Satisfactory	Exceeds Expectations
Professionalism: (Attendance, Customer Service, Feedback orientated, Responsibility, Communication, Confidentiality)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please explain:			

	Needs Improvement	Satisfactory	Exceeds Expectations
Collaboration: (Leadership and Teamwork, equity and inclusion)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please explain:			

* Disclaimer: At minimum one category should be selected for evaluation.

Strengths:
Opportunities for Growth:
Overall Comments:

This evaluation has been explained to me and I understand the contents. I also understand that my signature does not necessarily indicate my agreement with the above evaluation.

Student's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

STUDENT EMPLOYMENT EVALUATION PRE-RESPONSE

Student employment evaluations provide a space and opportunity for professional growth and development. Before completing an evaluation, this form can be provided to student employees to complete beforehand to help establish meeting objectives and goals. The use of this form is optional and is not required as part of the evaluation process.

Name: _____

Preferred Name: _____

Job Title: _____

Brief Description of Duties:

1. What about your current role motivates or do you enjoy the most?

2. How does your current role align with your professional aspirations?

3. What steps are you taking to reach your career goal?

4. How can we as a university support you?