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| Student Name: | Department: |
| Supervisor Name: | Supervisor Phone #: |

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| Student Job Title: |
| Date of Evaluation: |

Please rate the student in the following areas, with 3 being the highest possible rating.

3=Excellent: Performance is consistently beyond expectations and is consistently outstanding.
2=Satisfactory: Performance consistently fulfills expectations and at times exceeds them.
1=Needs Improvement: Performance does not consistently meet expectations, or is below expectations. Deficiencies should be addressed as noted in the performance appraisal.

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| Job knowledge and Skills: Demonstrates the required level of understanding of the purpose and objectives of the job. | 1 | 2 | 3 |
| Quantity and Quality of Work: Meets the established terms of the job which includes job duties, required experience, skills level, and supervision. | 1 | 2 | 3 |
| Responsiveness and Dependability: Can be relied upon to carry out job duties. Reacts well to changes in workload or priorities. | 1 | 2 | 3 |
| Attitude and Teamwork: Displays an attitude which positively affects the accomplishment of job duties. Works well with other students and staff. | 1 | 2 | 3 |
| Communication skills: Keeps supervisor and co-workers appropriately informed. Communicates well orally and written. | 1 | 2 | 3 |
| Conduct and Attendance: Display appropriate personal appearance and conduct. Has acceptable attendance and punctuality records. | 1 | 2 | 3 |
| Overall Rating: | 1 | 2 | 3 |

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| Additional Comments: (optional) |
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| Student Signature: | Date: |
| Supervisor Signature: | Date: |