

WELLESLEY COLLEGE

Student Employee Performance Evaluation Form

Student's Name: \_\_\_\_\_ I.D. #: \_\_\_\_\_ Class: \_\_\_\_\_
(Last) (First)

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

Job Title: \_\_\_\_\_ Employment Dates: \_\_\_\_\_

General Factors: On a scale of 1-3, indicate how well expectations are being met. (1 = Exceeds Expectations, 2 = Meets Expectations, 3 = Does Not Meet Expectations, NA = not applicable)

- 1. Interpersonal skills.....
2. Motivation/Initiative .....
3. Work ethic/attitude .....
4. Punctuality/attendance .....
5. Communication skills .....
6. Customer services skills .....
7. Knowledge of job duties .....
8. Overall performance .....
9. Supervisory skills .....
10. Other \_\_\_\_\_.....

Supervisor Comments (include information on any additional special projects):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have participated in and have read the above evaluation, and have a copy for my records.

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_