

**Drake University
Student Employee Performance Evaluation**

Student Name:	Student ID:	Date:
Position Title:	Department:	
Evaluated By:	Title of Evaluator:	

Student Employees have an array of attributes which affect the university. In each of the following sections, discuss the strengths and weaknesses of the specific attribute. Once those are written, check the appropriate statement indicating whether the performance of the student exceeds, meets, or fails to meet the expectations and requirements of the position.

Performance: *Assess the performance of the student in the performance of the duties of the position. Factors to consider may include accuracy, efficiency, reliability, and quantity of work.*

_____ *Exceeds Expectations* _____ *Meets Expectations* _____ *Fails to Meet Expectations*

Knowledge: *Evaluate the understanding the student has regarding the work the student performs and the impact of that work on the department. Additionally, consider the ability the student has in learning new duties and responsibilities.*

_____ *Exceeds Expectations* _____ *Meets Expectations* _____ *Fails to Meet Expectations*

Cooperation and Service: *Comment on the student's ability to work with supervisors, fellow employees, and key constituencies (the public, students, faculty, alumni, etc.). Assess the student's commitment to service and willingness to try new ideas and react to suggestions for improvement.*

_____ *Exceeds Expectations* _____ *Meets Expectations* _____ *Fails to Meet Expectations*

Summary of Review.

Evaluated Student Wage: _____

Effective Date of Wage: _____

Student Comments.

Signatures

Prepared by _____

Date: _____

Department Head _____

Date: _____

Student's Signature _____

Date: _____

*Student's signature indicates that you have seen, reviewed, and discussed the appraisal with your supervisor and have been given the opportunity to add your comments. A copy of this review should be provided to the student, kept in the supervisor's student personnel file, and forwarded to the Career Center. **This is a confidential document.** It is meant to assist with discussion pertaining to the Student's performance. It is at the student's discretion how his/her copy may be used in future employment situations.*