



Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Job Title: \_\_\_\_\_

The purpose of this evaluation is to assess the student's work performance. Both the employee and the employer are to provide input, which will be used to improve both the student's performance and the effectiveness of the Student Employment Program. Together, both the employee and the employer are also asked to make comments and to set goals for the future.

Directions:

Using the rating system below, the supervisor and employee will rate the student's performance of each function. Include comments or evidence on a separate sheet of paper.

Quantity and/or quality of work:

- |                                    |                           |
|------------------------------------|---------------------------|
| consistently exceed job standards. | A - Outstanding Performer |
| meets job standards.               | B - Competent Performer   |
| does not yet meet job standards.   | C - Development Performer |
| is unsatisfactory.                 | D - Marginal Performer    |

	<b>Employee</b>	<b>Supervisor</b>
<b>Ability to learn</b>		
1. Able to learn duties in a reasonable period of time.	A B C D	A B C D
2. Makes effort to learn quickly.	A B C D	A B C D
<b>Interaction with others</b>		
1. Attitude is diligent and enthusiastic.	A B C D	A B C D
2. Maintains good working relationships with co-workers.	A B C D	A B C D
<b>Quantity and quality of work</b>		
1. Acceptable output.	A B C D	A B C D
2. Maintains high quality of work.	A B C D	A B C D
3. Is able to make independent value judgments.	A B C D	A B C D
4. Maintains confidentiality of information and records.	A B C D	A B C D
<b>Dependability</b>		
1. Is reliable and dependable.	A B C D	A B C D
2. Notifies supervisor if unable to work.	A B C D	A B C D
<b>Attendance and punctuality</b>		
1. Regular and in accordance with schedule.	A B C D	A B C D
<b>OVERALL RATING</b>	A B C D	A B C D



**Joliet Junior College**  
***Student Employee Evaluation***

Employee Comments: \_\_\_\_\_

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Employer Comments: \_\_\_\_\_

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Employee and employer goals for the future: \_\_\_\_\_

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I have participated in this evaluation and \_\_\_\_ agree \_\_\_\_ disagree with its contents.

\_\_\_\_\_  
Student Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date