



Student Labor Evaluation Form

Additional Performance Expectations

To better articulate your expectations for student labor within your department, you may add additional descriptors to each evaluation point listed below. This customization allows the evaluation process to better reflect the uniqueness of each department. Simply click and add descriptors to the appropriate bullet point, print multiple copies, and distribute to each student at the beginning of the labor assignment when explaining the Student Labor Evaluation form.

Date: _____

Login ID _____ Supervisor Name: _____

Department: _____

If you are adding additional descriptors related to a specific position, please enter a position code below. Otherwise, check "does not apply" and enter a document name of your choice for future reference.

Position Code: _____ Position Title: _____

Does Not Apply Apply Document Name: _____

ATTENDANCE

- Is punctual and arrives on time for work as scheduled.
- Gives advance notices of absences.
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ACCOUNTABILITY

- Manages time well and provides timely completion of job assignments.
- Supports workplace policies and procedures including dress and safety requirements.
- Ensures proper care of college equipment, facilities, materials, and work environment.
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TEAMWORK

- Demonstrates a willingness to work, support, and collaborate with supervisors and co-workers while promoting a positive atmosphere in the workplace for all people.
- Demonstrates an understanding of the relationship of his/her work to the work of others within the department
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INITIATIVE

- Consistently completes job assignments without need for constant supervision.
- Is a self-starter with the ability to adjust and adapt to change as needed.
- Respectfully deals with conflict and differing points of view.
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RESPECT

- Exhibits professional conduct in the workplace and interacts respectfully with all people including supervisors, co-workers and those being served.
- Respectfully deals with conflict and differing points of view.
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LEARNING

- Enhances the effectiveness of co-workers and the department by sharing knowledge.
- Demonstrates an interest in acquiring new skills.
- Seeks to reflect and understand the value of the job and how it relates to personal development.
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