

Date: ___/___/___ Student ID: _____
 Name: (Last) _____ (Initial) _____ (First) _____
 Position Code: _____ Grade Level: _____
 Position Title: _____
 Labor Department: _____

Student Labor Evaluation Form

Performance Expectations	Evaluation Scale	Score	**Supervisor Comments
ATTENDANCE 2, 4 <ul style="list-style-type: none"> Is punctual and arrives on time for work as scheduled and/or required. Gives advance notices of absences. 	0 ← ** 14-16 → 20 Unreliable Attendance Very reliable Attendance	Mid-Year Final	Continue Comments On Back Of Form
ACCOUNTABILITY 2, 4, 6 <ul style="list-style-type: none"> Manages time well and provides timely completion of position assignments. Supports workplace policies and procedures including dress and safety requirements. Ensures proper care of college equipment, facilities, materials, and work environment. 	0 ← 7-8 → 10 Unresponsive to the expectations of supervisor, department, and college Exceptional in response to the expectations of supervisor, department, and college	Mid-Year Final	Continue Comments On Back Of Form
TEAMWORK 1, 3, 4, 5, 7 <ul style="list-style-type: none"> 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. 	0 ← 7-8 → 10 Does not support team or group tasks Excels as a team member	Mid-Year Final	Continue Comments On Back Of Form
INITIATIVE 2, 5, 7 <ul style="list-style-type: none"> Consistently completes position assignments without need for constant supervision. Is a self-starter with the ability to adjust and adapt to change as needed. 	0 ← 7-8 → 10 Shows minimal to no initiative and is inflexible Completes all tasks with minimal or no direction & is flexible	Mid-Year Final	Continue Comments On Back Of Form
RESPECT 2, 3, 4 <ul style="list-style-type: none"> 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. 	0 ← 7-8 → 10 Little effort to be professional in communication and conduct Superior professional communication and conduct	Mid-Year Final	Continue Comments On Back Of Form
LEARNING 1 <ul style="list-style-type: none"> 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 position and how it relates to personal development. 	0 ← 14-16 → 20 Little effort given to maximize learning opportunities Superior effort is given to maximize learning opportunities	Mid-Year Final	Continue Comments On Back Of Form
POSITION SPECIFIC The degree to which this student fulfills the basic labor requirements and objectives as set forth in his/her position description.	0 ← 14-16 → 20 Fails to meet position description requirements Excels at meeting position description requirements	Mid-Year Final	Continue Comments On Back Of Form

Total Mid-Year	Total Final
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Supervisor's Signature _____ Date _____

SCORING

90 -100 Exceptional Performance
 80-89 Exceeds Expectations
 70-79 ** Meets Expectations
 60-69 Needs Improvement
 59-below Unsatisfactory Performance

I have read and discussed my evaluation scoring and comments with my supervisor.
 Additional comments I have are:

_____ Student Signature _____ Date _____

**** Meets Expectations should be considered doing a good job. The score range (70-79) rates performance at expected levels with evaluation scale examples | 14-16 | indicating a suggested point range for meeting those expectations. Exceeding Expectations and Exceptional Performance ratings should be reserved for students who go beyond basic expectations for the position. Supervisors should share explanations in the comments box when rating above/below the suggested range for meeting expectations.**