

2024-25 MBU Student Employee Performance Evaluation

Instructions: Please evaluate the student employee for each criterion shown below. If the section does not apply, or if you lack sufficient information, please check the column "Not Applicable."

Student Employee Information

Name of Student: MBU ID:	
Department:	Dates of Employment: From: _____ To: _____
Supervisor:	Student's Job Title:
Brief Description of Duties: 	

Performance Factors

Duties	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations	Not Applicable
DEPENDABILITY & COOPERATION Trustworthy, punctual, reliable, responsible; able to work well with fellow employees, supervisor.				
QUALITY OF WORK Work is accurate, thorough, and acceptable; uses materials and time economically; eager to improve.				
WORK PERFORMANCE Has ability to do a comparatively large amount of work of above-average quality; has ability to work under pressure.				
PROFESSIONALISM Dresses appropriately for the position; demonstrates self-control; poised; has ability to make sound decisions.				
ATTITUDE TOWARDS WORK Is courteous, cheerful, interested; willing to work at difficult or disagreeable tasks; takes instructions cheerfully.				
MOTIVATION/INITIATIVE Is motivated to finish work on time or properly; takes initiative to start new tasks, come up with ideas, or finish work creatively.				

Overall Assessment

Additional Comments (strengths, weaknesses, ways to improve, goals for next semester):

Classification level

Exceptional	Successful	Unsuccessful
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Eligible for rehire

YES	NO	Graduating	Discuss with Student Employment Coordinator
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This evaluation has been explained to me and I understand the contents. I also understand that my signature does not necessarily indicate my agreement with the above evaluation.

Employee Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____