



PRAIRIE VIEW A&M UNIVERSITY

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Student Employment Performance Review Form

INSTRUCTIONS

The Student Employment Performance Review Form serves as an overall assessment of your student employee's work performance. The student's immediate supervisor should complete this evaluation form objectively and only after close observation and review of the student's job performance. Once the evaluation form is completed, the supervisor must review and discuss this form with the student employee. Both the supervisor and student should sign this form, and submit the original document to the Student Employment Office by **the end of each semester**. The supervisor should also retain a copy of the evaluation form for their own records.

Please note that a Student Employee Performance Review Form is required when a department submits an Employee Wage Request (EWR) to **increase a student's pay rate**, or to **terminate a student employee**.



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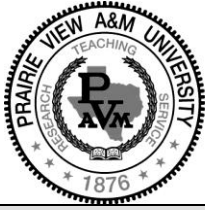
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Student Employment Performance Review Form

STUDENT EMPLOYEE PERFORMANCE EVALUATION

EMPLOYEE INFORMATION		
Name of Student Being Reviewed:	DATE:	Supervisors Name:
Department:	Review Period:	
REVIEW GUIDELINES		
Complete this performance review, using the following scale: <ul style="list-style-type: none"> NA = <i>Not Applicable</i> 1 = <i>Unsatisfactory</i> 2 = <i>Marginal</i> 3 = <i>Meets Requirements</i> 4 = <i>Exceeds Requirements</i> 5 = <i>Exceptional</i> 		
EVALUATION		

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Marginal	(1) = Unsatisfactory
Arrives on time and abides by pre-agreed upon work schedule					
Dresses appropriately for the position					
Demonstrates required job skills and job knowledge					
Has the ability to learn and use new skills					
Uses resources available in an efficient manner to complete task					
Responds effectively to assigned responsibilities and shows initiative					
Acts on directions from supervisor and/or staff					
Demonstrates problem solving skills					



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Takes responsibility for actions					
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Has the ability to function independently and is able to multi-task					
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Communicates effectively and appropriately with supervisor, faculty, staff, coworkers, and other students					

Exhibits Customer Service Skills					
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Supervisor's Totals:					
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Computer Competence

Please evaluate the student's skills in the following areas according to the following scale:

- NA = Not Applicable
- 1 = Unsatisfactory
- 2 = Marginal
- 3 = Meets Requirements
- 4 = Exceeds Requirements
- 5 = Exceptional

Microsoft Word					
Microsoft Excel					
Microsoft PowerPoint					
Microsoft Access					

Would you recommend this student for future employment within your department or to other departments? (Please Circle One). YES NO

Recommendations for Improvement:



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Supervisor's Certification: I have completed the student worker's performance evaluation. I certify that the worker has been a part of this performance review process. I understand that the student cannot be offered (if warranted) a pay increase unless the evaluation has been completed and forwarded to the Student Employment Office.

Supervisor's Name

Title

Supervisor's Signature

Date

Student's Comments (Optional) _____

What can the supervisor do to support the student employee's performance improvement?

I have reviewed this document and discussed the contents with my supervisor. My signature means that I have been advised of my performance status and do not necessary imply that I agree with this evaluation.

Student's Name

Classification

Student's Signature

Date

The original Performance Review Form is to be forwarded to the Student Employment Office upon completion. A copy should be given to the student and the supervisor.

Student Employment Received Date: _____

SEO Supervisor's Initials: _____